

# **GSA Carbon Footprint Tool User Guide**

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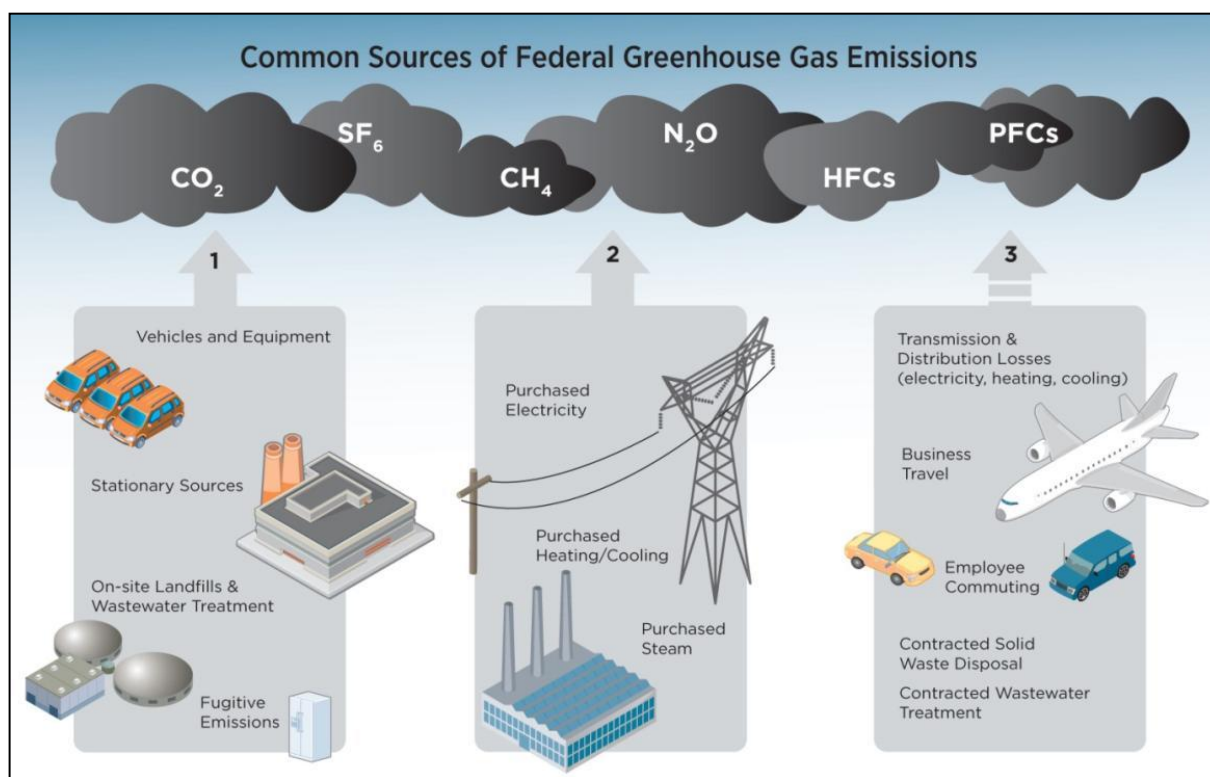
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## Introduction

The General Services Administration (GSA) developed the Carbon Footprint Tool (Tool) to help Federal Agencies [calculate](#), [report](#), and [reduce](#) their greenhouse gas (GHG) emissions from direct and indirect energy use activities as specified under Executive Order 13514.

**Calculate.** Calculating emissions is a multi-step process. Once you have created a profile for your Agency, the Tool facilitates a guided walk-through that allows you to determine total GHG emissions (sum of carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride). As shown in the figure below, three categories of activities contribute to greenhouse gas emissions:

- Scope 1 – **Direct Emissions** from combustion of fuels in stationary sources, mobile combustion and industrial processes.
- Scope 2 – **Indirect Emissions** from purchased electricity, purchased heating/cooling and purchased steam
- Scope 3 – **Indirect Emissions** from sources not covered in Scope 2 such as employee commuting, business travel, and transmissions and distribution losses

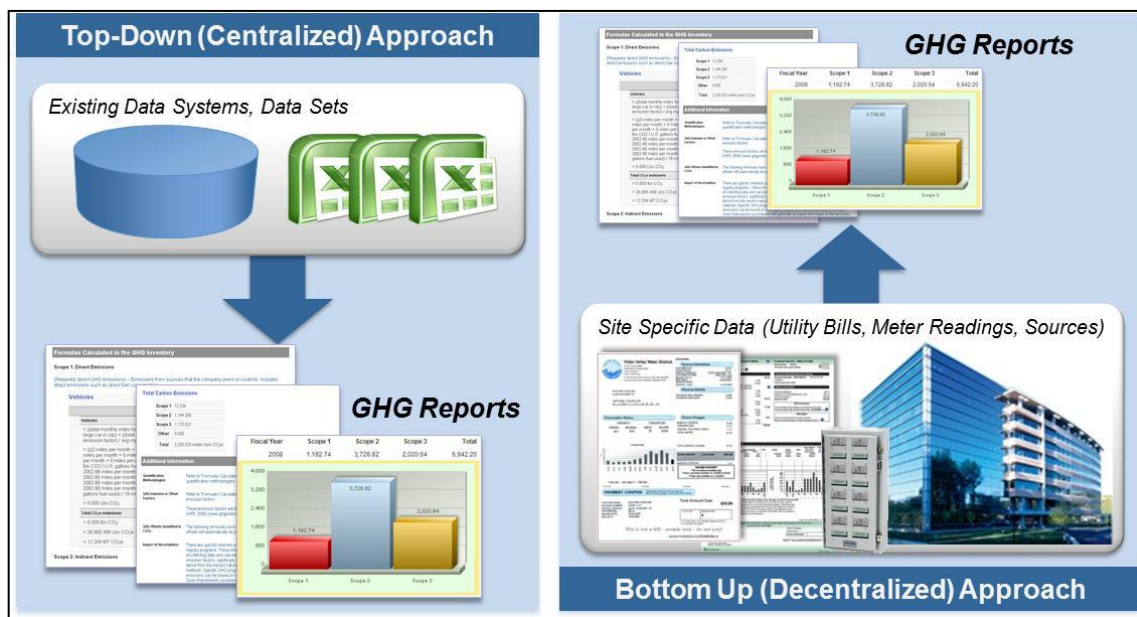


Each section of the Tool provides the necessary prompts and supporting information to help you supply the most relevant input. After your data has been entered, the Tool uses the calculation methodologies outlined in the *Federal Greenhouse Gas Accounting and Reporting Guidance and Technical Support Document* to ensure the GHG emissions results are complete, accurate, consistent and transparent.

**Report.** Reports aggregate facility-level data so that an agency-wide perspective on the source of greenhouse gas emissions can be developed. This bottom-up capability is unique to the Carbon Footprint Tool. The increased level of detail helps Agency managers identify which facilities should be prioritized for projects that will reduce the carbon footprint.

**Reduce.** The Tool allows you to explore multiple “what-if” operations scenarios to track progress in meeting reduction targets. Once cost-effective reduction strategies have been developed, implementation can begin towards the important, long-range goal of reducing organizational emissions.

*The Carbon Footprint Tool’s bottom-up GHG emissions inventory provides greater management insight & flexibility*



While the Tool is designed to support a bottom-up calculation methodology, where GHG inventory data can be entered and analyzed at the building or campus level, it is also capable of importing agency-wide information from existing federal data systems. This hybrid approach allows greater streamlining and flexibility in the GHG inventory process.

# Chapter 1. Get Started

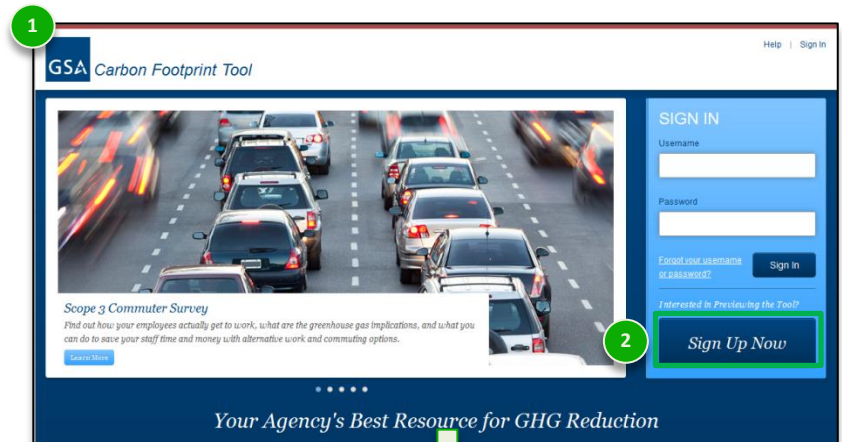
Before you can begin using the Tool, you will need to **Register** as a New User, **Sign In** to the Tool and create “sites” for your Agency.

## Register as a New User

1 Go to the homepage - <https://www.carbonfootprint.gsa.gov/> where you will be directed to the **Sign In** page.

2 Click the “**Sign Up Now**” button on the right-hand side of the **Sign In** page. You will be redirected to the **Registration Form** page.

3 Click the “Agency” drop down list to see if the name of your agency appears. If the name of your Agency does not appear, select “Demo Agency - Tool Preview”. Complete all other required fields in the Registration Form, and then click the **Register Now** button to complete the registration process.



If you are a contractor supporting an agency as part of its GHG inventory activities or an academic and/or state/local government representative and would like to preview the Carbon Footprint Tool, please send a request to [carbonfootprint@gsa.gov](mailto:carbonfootprint@gsa.gov).

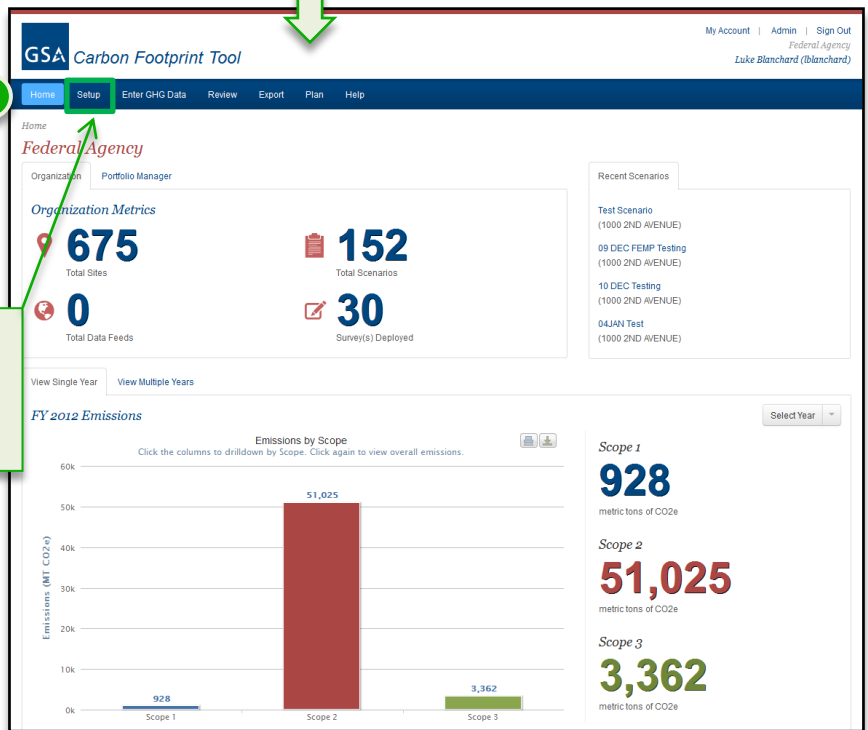
## Sign In

1 The Carbon Footprint Tool homepage now has the **Sign In** section in the upper right-hand corner. This is where you can enter your “username” and “password”. Click the **Sign In** button to enter your information.

2 If you enter your sign-in information incorrectly, you will see a red error message “Invalid Username or Password. Please try again.” You will need to re-enter your correct username and password and click the “Sign In” button again. If the problem persists, click the “Forgot Username or Password?” link and submit your e-mail address.

3 The **Home** page first appears after you sign in.

The **Setup** section of the navigation bar, at the top of the **Home Page** contains hyperlinks that you can use to update your agency’s profile, sites, and site groups.



## Change Password

1 After you have signed in, click the “[My Account](#)” link on the **Home** page. You will be redirected to the **Update Password** page.

2 After you have signed in, click the “[Change Password](#)” link on the **My Account** page. You will be redirected to the **Update Password** page.

You will need to know your Current Password to make the update. If you have forgotten your current password, Sign Out, go to Sign In page then click the “[Forgot Username or Password?](#)” link.

3 Fill in the required fields and click **submit**.

The image shows two screenshots of the GSA Carbon Footprint Tool interface. The top screenshot shows the 'My Account' page with a table of account information. The bottom screenshot shows the 'Change Password' page with three password input fields and a 'Submit' button.

**Top Screenshot: My Account Page**

Header: GSA Carbon Footprint Tool

Navigation: Home Setup Enter GHG Data Review Export Plan Help

Account Information:

Username	username
Password	***** <a href="#">Change Password</a>
Organization	Federal Agency
Role	Super Admin
Email	test.user@agency.gov

**Bottom Screenshot: Change Password Page**

Navigation: Home Setup Enter GHG Data Review Export Plan Help

Breadcrumbs: Home > My Account > Change Password

**Change Password**

Current Password: \*

New Password: \*

Confirm Password: \*

Password must be between 9 to 40 characters long, using at least one upper and lower case letter, one digit, and one symbol.

[Submit](#) [Cancel](#)

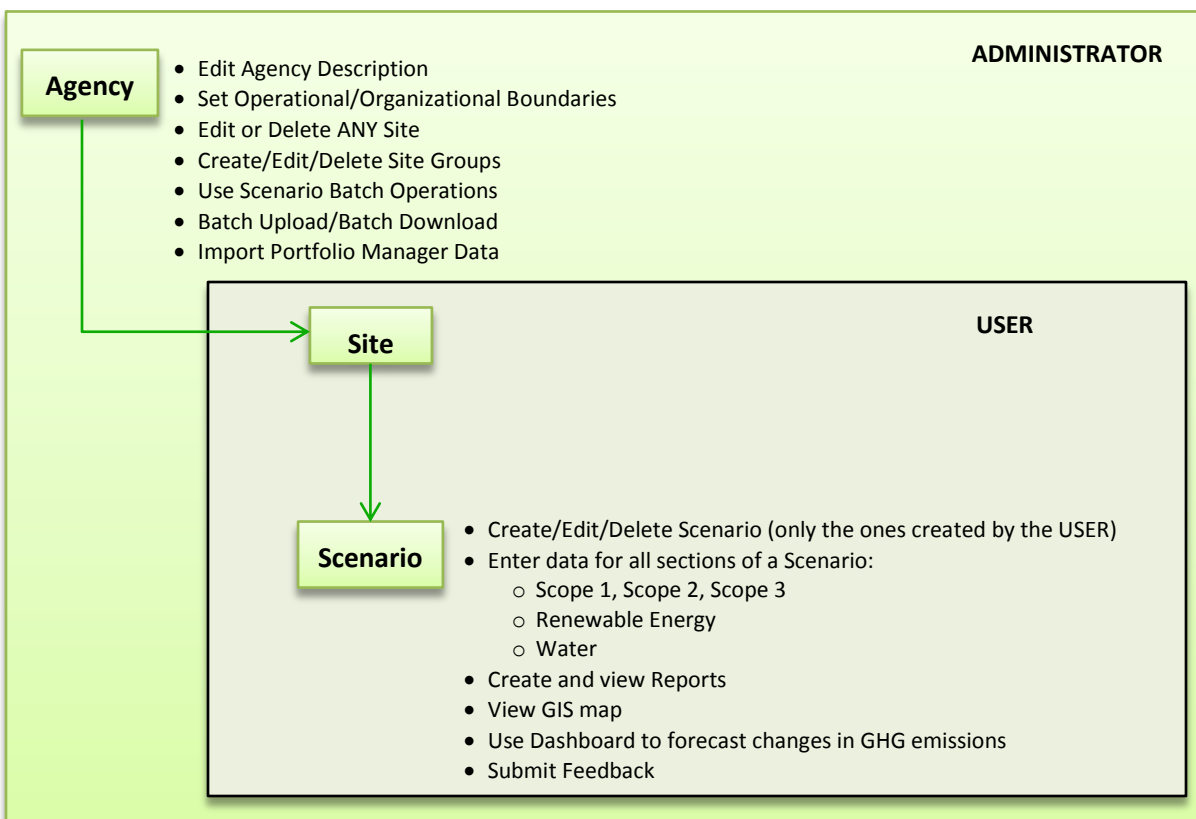
## Administrator Capabilities

Carbon Footprint Tool administrators manage how **sites** are organized within the Tool as described in the previous section. They have all of the capabilities of regular agency users, plus the following:

- Edit Agency Description
- Set Operational/Organizational Boundaries
- Edit or Delete ANY Site
- Create, Edit, Delete Site Groups
- Use Scenario Batch Operations (See Chapter 2)
- Batch Upload/Batch Download
- Import Data using External Data Feeds
- Quality Analysis review for Scenarios

## Roles & Permissions

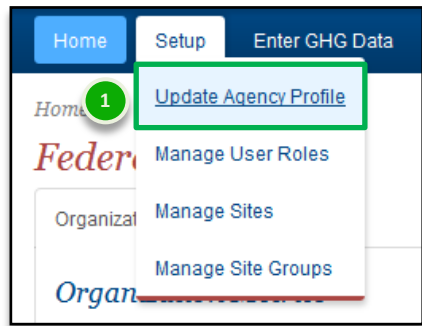
The Carbon Footprint Tool has a three-tiered hierarchy as shown in the figure below. An agency is parent to a site and a site is parent to a scenario. Users can make edits to the Carbon Footprint Tool at the site and scenario levels only. Administrators can make changes at the agency, site and scenario levels.





## Edit Agency Description

- 1 Click the “[Update Agency Profile](#)” hyperlink in the **Setup** section of the navigation bar on the **Home** page to update your site.



- 2 Click the “[Edit Information](#)” hyperlink on the **Update Agency Profile** page to update information about your Agency.

Agency Name:	Federal Agency
Industry or Sector:	federal government
Point of Contact:	
Point of Contact Phone:	123-456-7890
Address 1:	123 Address St
Address 2:	Suite 100
City:	Washington

## Set Boundaries

To develop agency-wide GHG inventories, agencies must establish organizational and operational accounting boundaries as described in the *Federal Greenhouse Gas Accounting and Reporting Guidance*. Organizational boundaries define the operations, facilities, and sources that an agency controls. For example, the *Guidance* describes whether the landlord or tenant is responsible for reporting emissions associated with the operation of a leased building. Once organizational boundaries are set, operational boundaries are used to categorize emissions resulting either directly or indirectly from agency activities.

The **Update Agency Profile** page in the Carbon Footprint Tool provides an input section that Agencies should use to describe organizational and operational boundaries. This information is important to include as it will show up on all agency reports as demonstrated below.

Home **Setup** Enter GHG Data Review Export Plan Help

Home > Setup > Update Agency Profile

**Federal Agency**

Edit Information

Agency Name:	Federal Agency
Industry or Sector:	federal government
Point of Contact:	
Point of Contact Phone:	123-456-7890
Address 1:	123 Address St
Address 2:	Suite 100
City:	Washington
State:	DC
Zip:	12345
Agency Description:	We are an independent federal agency that manages US foreign assistance to countries recovering from disaster, trying to escape poverty and engaging in democratic reforms.
Baseline Year:	FY2008

Every report generated by the Carbon footprint Tool will display the Agency Information entered on the **Manage Organization Profile** page.

**GSA** Carbon Footprint Tool

**Agency: Federal Agency**

Generated on: June 25, 2012, 2:29 pm

Print Report

Organization	
Reporting Agency:	Federal Agency
Agency Description:	We are an independent federal agency that manages US foreign assistance to countries recovering from disaster, trying to escape poverty and engaging in democratic reforms.
Agency Website:	<a href="http://www.agencywebsite123.com">http://www.agencywebsite123.com</a>

This Agency Information section appears on every report

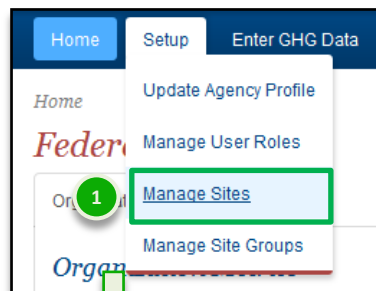
## Create a New Site

The Carbon Footprint Tool represents a federal agency as an organizational unit called an *Enterprise*. An *Enterprise* is made up of **sites** which store information about the physical attributes of buildings along with the energy use activities associated with those buildings. A site can represent either an individual building or a campus of buildings that share utility meters.

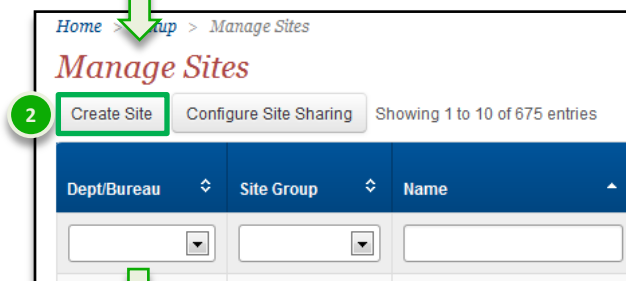
Sites are a critical component of the agency profile and must be created before GHG emissions can be calculated. Sites are created and managed from the **Enterprise Profile** page which appears as soon as you **Sign In**.

## Create Site

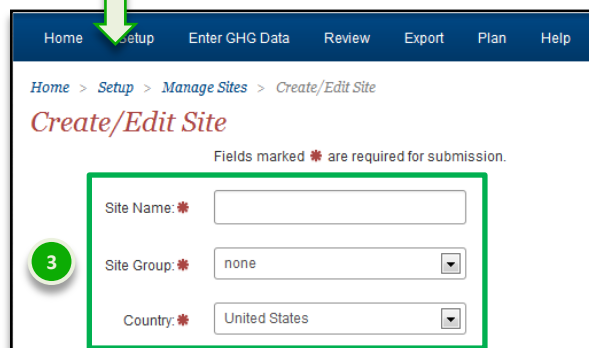
- 1 Click the “**Manage Sites**” hyperlink in the **Setup** section of the navigation bar to add a new site. You will be redirected to the **Manage Sites** page.




- 2 On the **Manage Sites** page, use the “**Create Site**” button to add a new site via the **Create/Edit Site** page.



- 3 The **Create/Edit Site** page will prompt you to enter building location, size and operating information.




## Edit Site

Click the **Edit Sites** icon (  ) on the **Manage Sites** page to edit site information.

You are only able to edit existing sites if you personally created them or if you have administrative rights. The **Edit Sites** icon will appear gray if you did not create the site of interest and you will not be able to edit the site information.









## Delete Site

Click the **Delete Sites** icon (  ) on the **Manage Sites** page to delete a site.

You are only able to delete existing sites if you personally created them or if you have administrative rights. The **Delete Sites** icon will appear gray if you did not create the site of interest and you will not be able to edit the site information.

**Manage Sites**

Create Site Configure Site Sharing Showing 1 to 10 of 675 entries

Dept/Bureau	Site Group	Name	Address	Gross Sq. Ft.	Building Type	Staff Size	EISA Goal	GHG Target	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	
Federal Agency	SG Report Test	1000 2ND AVENUE	1000 2ND AVENUE SEATTLE, VA 22042 US	1	Other	1	Subject	Included	 
Federal Agency	No Site Group	102 SO. 30TH STREET	PHOENIX, DC 22042 US	1,000	Other	1	Subject	Included	 
Federal Agency	No Site Group	106 WYNN DRIVE BLDG.	HUNTSVILLE, DC 22042 US	1,000	Other	1	Subject	Included	 
Federal Agency	No Site Group	10850 LINCOLN TRAIL	FAIRVIEW HEIGHTS, DC 22042 US	1,000	Other	1	Subject	Included	 

## Manage User Roles

In order to give agencies as much autonomy as possible we created the Manage User Roles page. Once an agency has registered and set up an account on the Carbon Footprint Tool they can then decide to give their employees different permissions and access to different sections within the Tool.

### Changing User Roles

1

Click the “[Manage User Roles](#)” hyperlink in the **Setup** section of the navigation bar to add a new site. You will be redirected to the **Manage User Roles** page.

2

On the **Manage User Roles** page, use the drop down menu to select the proper role for users within your agency before clicking the “submit” button. The available options are: *Org Admin*, *Site Admin*, and *Read Only*.

3

In order to give a user the role of **Site Admin** you will need to assign the sites they have permission to view and edit.

Home Setup Enter GHG Data

Home Update Agency Profile **Manage User Roles**

Home > Setup > Manage User Roles

**Manage User Roles**

Batch Assign Sites Showing 1 to 5 of 5 entries

Username	First Name	Last Name	Role	Sites
Organization Administrator	Org	Admin	Org Admin	
Site Administrator	Site	Admin	Site Admin	Test Site 1 × Test Site 2 × Test Site 3 ×
Read Only User	Read	Only	Read Only	
Read Only User 2	Read	Only 2	Read Only	
Read Only User 3	Read	Only 3	Read Only	

Show 10 entries

First Previous 1 Next Last

Submit

## Create, Edit, Delete Site Groups

The Site Group functionality was created to allow administrators to group sites with similar characteristics for analysis and reporting. For example, a site group could represent all of the buildings within an administrative region or all of the buildings on a campus. Only administrators can create, edit or delete Site Groups.

1

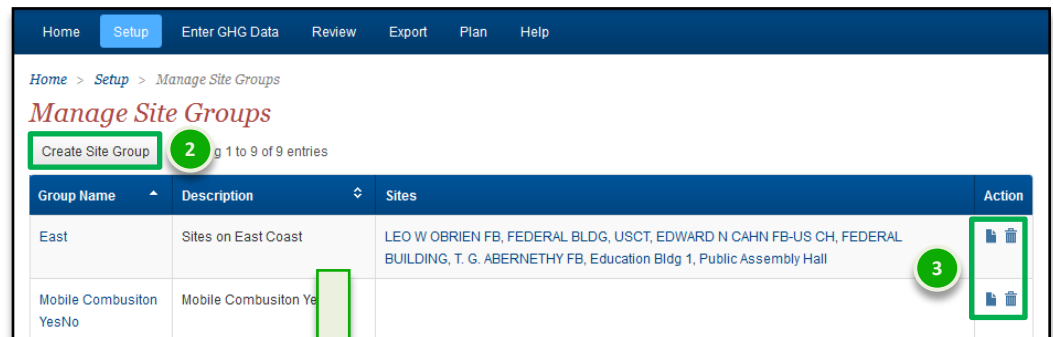
Click the “[Manage Site Groups](#)” hyperlink on the **navigation bar** to update your site. You will be redirected to the **Manage Site Groups** page.

2

On the **Manage Site Groups** page, click the “[Create Site Group](#)” button to create a new Site Group. You will be redirected to the **Create Site Group** page.

3

Click the edit (✎) or delete (🗑) buttons as appropriate to make changes to Site Groups.



Home > Setup > Manage Site Groups > Create Site Group

### Create Site Group

Fields marked with \* are required for submission.

Site Group Name: \*

Description: \*

Site Group Sites:

↑ Add ↓ Remove

Available Sites:

## Chapter 2. Calculate GHG Emissions

The Carbon Footprint Tool uses a bottom-up calculation approach to collect building-level data on direct fuel consumption, purchased electricity, business travel, commuting and other direct and indirect Agency energy-use activities. This approach allows Agencies to focus on gathering more relevant and accurate data as they develop GHG emissions estimates.



Calculating GHG emissions is a multi-step process. To use the Carbon Footprint Tool to account for all emission sources and activities within a chosen inventory boundary, you will need to do the following:

1. **Determine the number of sites** (buildings) within your inventory boundary.
2. **Add each of these sites** to the Carbon Footprint Tool (as described in the “Create Site” section in Chapter 1).
3. **Create a scenario for each site** (as described in the “Work with Scenarios” section that follows). Each scenario, an abstract representation of building operating conditions, is intended to provide a snapshot of the energy use activities associated with one building, over one year.
4. **Enter information as required** for the each section of the scenario – Scope 1, Scope 2 and Scope 3 – so that GHG emissions can be calculated.

An Agency’s carbon footprint is equal to the sum of Scope 1 emissions plus Scope 2 emissions plus Scope three emissions.

The sections that follow in this chapter provide an overview of how the emissions associated with each Scope are determined.

## Manually Enter GHG Data

The Carbon Footprint Tool uses “scenarios” to represent building operating conditions. Scenarios provide a snapshot of the energy use activities associated with one building, over one year. You will need to create and work with scenarios to enter and use data in the Carbon Footprint Tool.

### Create a New Scenario

- 1 Click the “Manual GHG Data Entry” hyperlink in the **Enter GHG Data** section of the navigation bar.

You will be redirected to the **Scenario List**, where the scenarios are listed in a large table that can be sorted by any of the row headings.

- 2 Click the “Create scenario” button under the page title. You will be directed to the **Create/Edit Scenario** page.

- 3 On the **Create/Edit Scenario** page, enter the Scenario Name and select a Scenario Owner, Scenario Site, and Reporting Fiscal Year from drop down menus. You will have the option to lock the scenario, preventing it from being edited at a later date without being unlocked. This functionality is intended to prevent other users from changing inputs to your scenario.

The first screenshot shows the navigation bar with the 'Enter GHG Data' tab selected. A dropdown menu is open, showing options like 'View/Edit GHG Data', 'Batch Upload Data', 'Import Portfolio Manager Data', 'Import External Data', and 'Scope 3 Commuter Survey'. The 'View/Edit GHG Data' option is highlighted with a green box and a green arrow pointing to the second screenshot.






The second screenshot shows the 'View/Edit GHG Data' page. It has a breadcrumb trail: Home > Enter GHG Data > View/Edit GHG Data. Below the title, there is a 'Create Scenario' button highlighted with a green box and a green arrow pointing to the third screenshot. A table below shows a list of scenarios with columns for Year, Site, Scenario Name, and Owner.






Year	Site	Scenario Name	Owner
FY2012	test site 3	Test Scenario 3	JohnDoe
FY2012	Test site 2	Test Scenario 2	JohnDoe

The third screenshot shows the 'Create/Edit Scenario' form. It has a breadcrumb trail: Home > Enter GHG Data > Manual GHG Data Entry > Create/Edit Scenario. The form contains the following fields: Name (required), Owner (dropdown), Site (dropdown), and Reporting Fiscal Year (dropdown). There is also a 'Locked' checkbox and 'Submit' and 'Cancel' buttons. A green box highlights the form fields, and a green arrow points to the 'Create Scenario' button in the second screenshot.



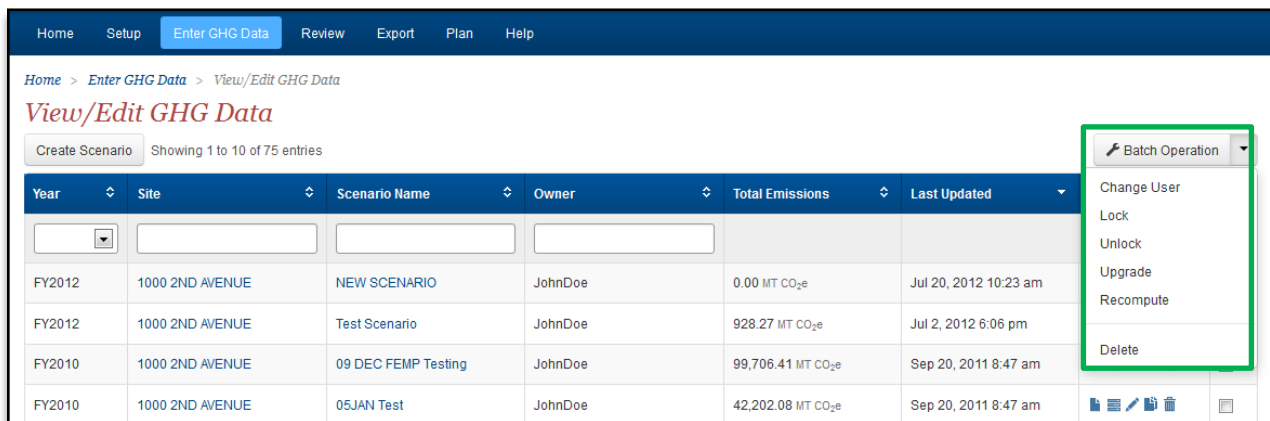
## Use Scenario Shortcut Icons

The **Actions** column of the Scenario List features six icons (      ) that simplify the process of working with individual scenarios. The table below describes the functionality of each icon.

Scenario Icons	Description
(  ) <b>Scenario Report</b>	Click to view the GHG Report for your scenario.
(  ) <b>Run Dashboard</b>	Click to view the Enterprise Dashboard page for your scenario.
(  ) <b>Edit Scenario</b>	Click to EDIT descriptive data (name, owner, locked/unlocked) about your scenario.
(  ) <b>Copy Scenario</b>	Click to create a duplicate of the current scenario. This feature allow the user to model possible changes in energy usage, price fluctuations, or commuting without losing the work put in on the initial scenario.
(  ) <b>Delete Scenario</b>	Click to delete the existing scenario. A confirmation message will appear that asks “Are you sure you want to delete this scenario?” Clicking “Ok” will permanently delete the scenario from the list of scenarios. <b>All data entered into this scenario will be lost.</b> Clicking “No” will close the box and allow you access to the page.

## Use Scenario Batch Operations

Carbon Footprint Tool Administrators can change the user assigned to a group of scenarios and upgrade, lock, unlock, and delete groups of scenarios. When logged in as an administrator, all of these operations can be accomplished by clicking the checkboxes next to the scenarios of interest, using the “Select Action” drop-down to select a desire action, and then clicking on “Go” to execute the action for all scenarios selected.



Home Setup **Enter GHG Data** Review Export Plan Help

Home > Enter GHG Data > View/Edit GHG Data

**View/Edit GHG Data**

Create Scenario Showing 1 to 10 of 75 entries

Year	Site	Scenario Name	Owner	Total Emissions	Last Updated
FY2012	1000 2ND AVENUE	NEW SCENARIO	JohnDoe	0.00 MT CO <sub>2</sub> e	Jul 20, 2012 10:23 am
FY2012	1000 2ND AVENUE	Test Scenario	JohnDoe	928.27 MT CO <sub>2</sub> e	Jul 2, 2012 6:06 pm
FY2010	1000 2ND AVENUE	09 DEC FEMP Testing	JohnDoe	99,706.41 MT CO <sub>2</sub> e	Sep 20, 2011 8:47 am
FY2010	1000 2ND AVENUE	05JAN Test	JohnDoe	42,202.08 MT CO <sub>2</sub> e	Sep 20, 2011 8:47 am

Batch Operation

- Change User
- Lock
- Unlock
- Upgrade
- Recompute
- Delete

### Enter Scope 1 Data

Scope 1 GHG emissions (also referred to as **direct GHG emissions**) are emissions from sources that are owned or controlled by an agency.

The following reporting categories mirror the specifications of the *Federal Greenhouse Gas Accounting and Reporting Guidance* and are available as GHG Inventory sections in the Carbon Footprint Tool:

1. **Stationary Combustion: Generation of electricity, heat, cooling, or steam:** Emissions that result from combustion of fuels in stationary sources (e.g., boilers, furnaces, turbines, and emergency generators), including methane (CH<sub>4</sub>) and nitrous oxide (N<sub>2</sub>O) emissions from biomass combusted for production of electricity, heat, cooling, or steam.
2. **Mobile Combustion:** Emissions that result from the combustion of fuels in agency-controlled mobile combustion sources (e.g., automobiles, ships, and aircraft), including Federal fleet vehicles, such as GSA-leased, commercially leased, and agency-owned vehicles. The emissions include CH<sub>4</sub> and N<sub>2</sub>O emissions from biofuel combustion.
3. **Fugitive Emissions:** The Guidance defines fugitive emissions as those that result from intentional or unintentional releases of GHGs from within the agency's organizational boundary (e.g., equipment leaks from joints, seals, packing, and gaskets; landfills and wastewater treatment plants; HFC emissions from the use of refrigeration and air conditioning equipment; methane leaks from gas transport; and SF<sub>6</sub> emissions from leaking electrical equipment; and CH<sub>4</sub> emissions from coal mines and venting).
4. **Process Emissions:** Emissions that result from the manufacturing or processing of chemicals and materials and from laboratory activities.
5. **Additional Emissions Sources:** Emissions of methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), and any other emission that doesn't fit within the four previous categories. *(Note: user defined emissions will be shown as carbon dioxide (CO<sub>2</sub>) in the DOE FEMP Workbook download)*

To develop the Scope 1 portion of your inventory in the Carbon Footprint Tool, create your Scenario Plan then complete each section as described in the following pages.

## Scope 1 Scenario Plan

- 1 Click the hyperlinked name of the scenario of interest from the Scenario List. You will be redirected to the **Scenario Planning** page.

If you accidentally click the **Site Name** instead of the Scenario Name you will be redirected to the **Site Information** page.

- 2 The **Scope 1** section of the scenario appears after you click the scenario name. Select the inventory categories (Stationary Combustion, Mobile Combustion, Fugitive Emissions, etc.) for which you wish to provide data. This means, for example, that if the building being represented in the scenario only uses natural gas for stationary combustion equipment, you would only need to select "Natural Gas". The other check boxes would be left blank.

- 3 Click the "Save & Continue" button at the bottom of the page to begin entering data for each Scope 1 emissions category.

- \*** NOTE: A "Skip" button has now been added to the analyzer which will allow you to pages and entire sections at a time.

Home > Enter GHG Data > View/Edit GHG Data

**View/Edit GHG Data**

Create Scenario Showing 1 to 10 of 75 entries

Year	Site	Scenario Name	Owner	Total Emissions	Last Updated	Actions
FY2012	1000 2ND AVENUE	<b>NEW SCENARIO</b>	JohnDoe	0.00 MT CO <sub>2</sub> e	Jul 20, 2012 10:23 am	[Icons]
FY2012	1000 2ND AVENUE	Test Scenario	JohnDoe	928.27 MT CO <sub>2</sub> e	Jul 2, 2012 6:06 pm	[Icons]
FY2010	1000 2ND AVENUE	89 DEC FEMP Testing	JohnDoe	99,706.41 MT CO <sub>2</sub> e	Sep 20, 2011 8:47 am	[Icons]
FY2010	1000 2ND AVENUE	85JAN Test	JohnDoe	42,202.08 MT CO <sub>2</sub> e	Sep 20, 2011 8:47 am	[Icons]
FY2010	1000 2ND AVENUE	88 NOV Negative Test	JohnDoe	0.03 MT CO <sub>2</sub> e	Sep 20, 2011 8:47 am	[Icons]
FY2010	1000 2ND AVENUE	87DEC TEST	JohnDoe	10.22 MT CO <sub>2</sub> e	Sep 20, 2011 8:47 am	[Icons]

**Demo Scenario**

2012 CHP 5

**Total Emissions FY 2012**

**0**

metric tons CO<sub>2</sub>e

**Legend**

● No Data ● In Progress ● Complete

**Quality Assurance**

Submit Data for QA

**Scope 1**

Combustion

- [Stationary Combustion](#)
- [Mobile Combustion](#)

Emissions 0.00

Fugitive Emissions

- [Fluorinated Gases](#)
- [Wastewater Treatment](#)
- [Landfills and Solid Waste Facilities](#)

**Scope 1: Direct**

Tip: Please use the checkboxes below

**Combustion**

**Stationary Combustion**

- ☒ Natural gas
- ☒ Petroleum
- ☒ Coal/Municipal Solid Waste
- ☒ Biofuel/Biomass
- ☐ Continuous Emission Monitoring S

**Mobile Combustion**

- ☒ Fossil Fuels
- ☒ Alternative Fuels
- ☐ Biofuels - Ethanol Blend
- ☐ Biofuels - Biodiesel Blend

**User Defined Emissions Sources**

☐ User Defined Emissions

**\*** **Skip** **Save & Continue** **3**

## Stationary Combustion

The stationary combustion data section allows accounting for emissions from Natural Gas, Petroleum Products, Coal/Municipal Solid Waste and Biofuels/Biomass. Once information for each stationary combustion section has been entered and the **Save & Continue** button at the bottom of the page is clicked, the Tool calculates the GHG emissions associated with the entries on each page.

The screenshot below shows the first page of the stationary combustion section. On the page, 600 therms<sup>1</sup> of monthly natural gas usage have been entered. After clicking the **Save & Continue** button, the carbon footprint calculated is 39 metric tons CO<sub>2</sub> equivalents.

Total Emissions FY 2012

**39**

metric tons CO<sub>2</sub>e

*Legend*

● No Data ● In Progress ● Complete

*Quality Assurance*

Submit Data for QA

*Scope 1*

Combustion

- Stationary Combustion
  - Emissions 39.28
  - Natural Gas
  - Petroleum Products
  - Coal/Municipal Solid Waste
  - Biofuel/Biomass
  - Continuous Emission Monitoring System
- Mobile Combustion
  - Emissions 0.00
- Fugitive Emissions

Combustion > Stationary Combustion

**Natural Gas**

*Tip: Scope 1 Stationary Combustion emissions result from generation of electricity, heat or steam from sources owned and controlled by the agency. This includes emissions from use of boilers, furnaces, turbines and emergency generators.*

Emission Source <sup>1</sup>

Boiler 1

Select unit for input

therms

Enter the energy used and cost for each month. The cost per unit for each month, total energy used, total cost, and total cost per unit will be calculated for you.

	Consumption therms	Cost dollars	Cost per unit dollars
October	600	\$ 1080	\$ 1.8
November	600	\$ 1080	\$ 1.8
December	600	\$ 1080	\$ 1.8

<sup>1</sup> Non-residential facilities averaged 599 therms per month in the District of Columbia from 2001-2008. <http://www.opc-dc.gov/about/who-are-dc-consumers/404-what-is-the-average-natural-gas-usage-per-customer-in-the-district>

## Mobile Combustion

The mobile combustion data section allows accounting for vehicles powered by both fossil fuels and alternative fuels. Once information for each mobile combustion section has been entered and the **Save & Continue** button at the bottom of the page is clicked, the Tool calculates the GHG emissions associated with the entries on each page.

The screenshot below shows the first page of the mobile combustion section. If you only know the number of gallons of each fuel type that were consumed, select “No”. If you know the number of gallons of each fuel type that were consumed, the emissions control technology used, and the number of miles driven, select “Yes.”

The screenshot shows a web interface for the 'Mobile Sources Methodology' section. At the top, a blue header bar contains the breadcrumb 'Combustion > Mobile Combustion' and the title 'Mobile Sources Methodology'. Below this, a light gray box contains the question 'Would you like to use the Advanced Methodology?' followed by a help icon. There are two radio button options: 'No' (which is selected) and 'Yes'. At the bottom of the form, there are two buttons: a light gray 'Skip' button and a dark blue 'Save & Continue' button.

In the example that follows, after “No” is selected, 448,481 gallons<sup>2</sup> of annual gasoline usage and zero gallons of aviation gas, diesel, jet fuel, gasoline, liquefied petroleum gas and navy special are entered on the next page. After clicking the **Save & Continue** button, the carbon footprint uses the **default methodology** for mobile combustion emissions and calculates 3,950 metric tons CO<sub>2</sub> equivalents.

Combustion > Mobile Combustion

Mobile Sources Methodology

Would you like to use the Advanced Methodology? ⓘ

☒ No
☐ Yes

Skip
Save & Continue

Combustion > Mobile Combustion

Fossil Fuels

	Consumption gallons	Annual cost dollars	Cost per gallon dollars
Gasoline	448441	\$ 2.05	\$ 0.000004571392
Diesel	0	\$ 0	\$
Aviation Gas	0	\$ 0	\$
Jet Fuel	0	\$ 0	\$
Liquefied Petroleum Gas	0	\$ 0	\$
Navy Special	0	\$ 0	\$

Previous
Skip
Save & Continue

Total Emissions FY 2012

3,950

metric tons CO<sub>2</sub>e

Legend

● No Data
● In Progress
● Complete

Quality Assurance

Submit Data for QA

Scope 1

Combustion

Stationary Combustion

Emissions 0.00

Mobile Combustion

Emissions 3,950.15

Mobile Sources Methodology
Fossil Fuels
Alternative Fuel Vehicles
Biofuels - Ethanol Blend
Biofuels - Biodiesel Blend

<sup>2</sup> The Federal Automotive Statistical Tool (FAST) reported 448,481 GGE of petroleum usage reported for the General Services Administration. All petroleum usage was assumed to be gasoline. For more information, visit <http://www.afdc.energy.gov/afdc/data/fleets.html#consumption> and view the table Petroleum Consumption by Agency.

The screenshots that follow illustrate how the same information is processed in the Tool after “Yes” is selected instead and 448,481 gallons of annual gasoline usage is again assumed and entered. Emissions are assumed to have been generated by light-duty trucks with uncontrolled emissions sources. The carbon footprint associated with the **detailed calculation methodology**, which is used after “Yes” is selected, is 3,937 metric tons CO<sub>2</sub> equivalents, 0.3% percent less than the carbon footprint estimated using the default methodology. This difference is expected since the default and detailed methodology use the same approach to calculate carbon dioxide (CO<sub>2</sub>) emissions from fuel use, but differ in the way they estimate methane (CH<sub>4</sub>) and nitrous oxide (N<sub>2</sub>O) emissions which also contribute to the carbon footprint.

For more information about the difference in these approaches, see Appendix A in the Technical Support Document.

The image displays three screenshots from the GSA Carbon Footprint Tool, illustrating the process of selecting the detailed calculation methodology and the resulting emissions.

**Screenshot 1: Mobile Sources Methodology**

Combustion > Mobile Combustion

Mobile Sources Methodology

Would you like to use the Advanced Methodology? ⓘ

☐ No

☒ Yes

Skip Save & Continue

A green arrow points from the "Save & Continue" button to the next screenshot.

**Screenshot 2: Gasoline Vehicles**

Combustion > Mobile Combustion

Gasoline Vehicles

Emission Source: ⓘ

Gasoline Vehicles

Select the type of vehicle:

Light-Duty Truck

Select the emission control technology:

Uncontrolled

Enter the number of gallons consumed: ⓘ

448481 gallons

Enter the number of miles driven: ⓘ

**Screenshot 3: Total Emissions FY 2012**

Total Emissions FY 2012

**3,937**

metric tons CO<sub>2</sub>e

Legend

● No Data ● In Progress ● Complete

Quality Assurance

Submit Data for QA

Scope 1

Combustion

- Stationary Combustion
  - Emissions 0.00
- Mobile Combustion
  - Emissions 3,936.89
  - Mobile Sources Methodology
  - Gasoline Vehicles
  - Diesel Vehicles
  - Non-Highway Vehicles
  - Alternative Fuel Vehicles
  - Biofuels - Ethanol Blend
  - Biofuels - Biodiesel Blend

## Fugitive Emissions

The fugitive emissions data section allows accounting for fugitive greenhouse gas emissions from fluorinated gasses, wastewater treatment, landfills and solid waste facilities. Once information for each fugitive emissions section has been entered and the **Save & Continue** button at the bottom of the page is clicked, the Tool calculates the GHG emissions associated with the entries on each page.

**NOTE:** Wastewater treatment and landfill emissions are only considered Scope 1 emissions if your agency owns or operates the water treatment facility or landfill. For more information, see Appendix A in the Technical Support Document.

The screenshot below shows the first page of the fugitive emissions section. On the page, 540,992 pounds<sup>3</sup> of annual HFC-134a emissions have been entered. After clicking the **Save & Continue** button, the carbon footprint calculated for this single entry is 319,007 metric tons CO<sub>2</sub>e.

Fugitive Emissions > Fluorinated Gases

### Hydrofluorocarbons

**Tip:**  
The "quantity of refrigerant emitted" equals the quantity of refrigerant purchased/used.  
To convert refrigerant gas from units of volume to lbs:  
Total mass of gas (lbs) = Volume of gas (ft<sup>3</sup>) \* 0.0283 (conversion for m<sup>3</sup>/ft<sup>3</sup>) \* density.  
For more information about refrigerant density, consult your agency's material safety data sheet.

**Enter the total quantity of each Hydrofluorocarbon (HFC) emitted**

HFC-23	0	lbs
HFC-32	0	lbs
HFC-41	0	lbs
HFC-125	0	lbs
HFC-134	0	lbs
HFC-134a	540992	lbs
HFC-143	0	lbs
HFC-143a	0	lbs
HFC-152	0	lbs

**Total Emissions FY 2012**

## 319,007

metric tons CO<sub>2</sub>e

**Legend**

● No Data ● In Progress ● Complete

**Quality Assurance**

[Submit Data for QA](#)

**Scope 1**

- Combustion
  - Stationary Combustion Emissions 0.00
  - Mobile Combustion Emissions 0.00
- Fugitive Emissions
  - Fluorinated Gases Emissions 319,006.80
  - Mixed Refrigerants
  - Hydrofluorocarbons
  - Perfluorocarbons
  - Sulfur Hexafluoride

<sup>3</sup> This number is 1% of the TOTAL quantity of HFC-134a that was leaked from mobile air conditioning systems in 2004. According to the U.S. EPA, total mobile A/C emissions in 2004 were 24,539 metric tons or 54, 099,234 pounds. For more information, see <<http://www.epa.gov/cppd/mac/Service%20Team%20Final%20Report.pdf> >



## Industrial Processes

**Most agencies are unlikely to have industrial process emissions.** However, the Tool's industrial process emissions data section allows accounting for processes ranging from adipic acid and cement production to semiconductor manufacturing. Once information for each industrial process emissions section has been entered and the **Save & Continue** button at the bottom of the page is clicked, the Tool calculates the GHG emissions associated with the entries on each page.

The screenshot below shows the first page of the industrial process emissions section. On the page, 17,999,999 pounds<sup>4</sup> of nitrous oxide (N<sub>2</sub>O) emissions from adipic acid production have been entered. After clicking the **Save & Continue** button, the carbon footprint calculated for this level of nitrous oxide emissions is 2,531,045 metric tons CO<sub>2</sub> equivalents.

Industrial Process Emissions > Industrial Process Emissions

## Adipic Acid Production

**Tip:** To convert gas from units of volume to lbs:  
 Total mass of gas (lbs) = Volume of gas (ft<sup>3</sup>) \* 0.0283 (conversion for m<sup>3</sup>/ft<sup>3</sup>) \* density of gas (lb/m<sup>3</sup>)  
 See the available material safety data sheet (MSDS) for density information.

Enter pounds of N<sub>2</sub>O generated due to adipic acid production:

17999999 lbs

Skip **Save & Continue**

**Total Emissions FY 2012**

**319,007**  
metric tons CO<sub>2</sub>e

**Legend**  
 ● No Data ● In Progress ● Complete

**Quality Assurance**  
 Submit Data for QA

**Scope 1**

- Combustion
  - Stationary Combustion Emissions 0.00
  - Mobile Combustion Emissions 0.00
- Fugitive Emissions
  - Fluorinated Gases Emissions 319,006.80
  - Mixed Refrigerants
  - Hydrofluorocarbons
  - Perfluorocarbons
  - Sulfur Hexafluoride

<sup>4</sup> This number is 1% of the estimated emissions associated with the global adipic acid production of 6,000,000, 000 pounds in 2000. According to the report [N<sub>2</sub>O Emissions from Adipic Acid and Nitric Acid Production](http://www.ipcc-nggip.iges.or.jp/public/gp/bgp/3_2_Adipic_Acid_Nitric_Acid_Production.pdf), each tonne of adipic acid produced releases 300 kg nitrous oxide (N<sub>2</sub>O). With the appropriate conversions, this translates to 1,799,999,855 pounds of nitrous oxide (N<sub>2</sub>O) emissions. For more information, see < [http://www.ipcc-nggip.iges.or.jp/public/gp/bgp/3\\_2\\_Adipic\\_Acid\\_Nitric\\_Acid\\_Production.pdf](http://www.ipcc-nggip.iges.or.jp/public/gp/bgp/3_2_Adipic_Acid_Nitric_Acid_Production.pdf) >

## Additional Emissions Sources

These are the methane (CH<sub>4</sub>), Nitrous Oxide (N<sub>2</sub>O), and other emissions that do not fit within the previously listed Scope 1 sections. The emissions would come from sources such as on site gardens, farms, compost piles, etc.

The screenshot below shows the User Defined Emissions section. This page allows you to enter any emission, the amount emitted into the atmosphere for your site, and the Global Warming Potential for that emission.

In this case, if you were to enter 1000 pounds of an emission that has a Global Warming Potential of 5.5 (with a 100 year time horizon), it would total 2.49 metric tons of CO<sub>2</sub> equivalents.

*(Note: user defined emissions will be shown as carbon dioxide (CO<sub>2</sub>) in the DOE FEMP Workbook download)*

Additional Emissions Sources > User Defined Emissions Sources

## User Defined Emissions

**Tip:** Use this section to enter emissions for any gases not captured at your site. Click on the plus button below to enter additional emissions.

Fugitive Emission Name: ⓘ

Total emissions:

lbs

Global Warming Potential: ⓘ

(100 year time horizon)

Describe the emissions source:

+ Add Source

Skip
Save & Continue

Total Emissions FY 2012

## 2

metric tons CO<sub>2</sub>e

**Legend**

● No Data ● In Progress ● Complete

**Quality Assurance**

Submit Data for QA

**Scope 1**

- + Combustion
- + Fugitive Emissions
- + Industrial Process Emissions
- + Additional Emissions Sources
  - [Methane](#)
  - [Nitrous Oxide](#)
  - [User Defined Emissions Sources](#)

Emissions 2.49

## Enter Scope 2 Data

Scope 2 GHG emissions are the **indirect GHG emissions** generated from consumption of purchased electricity, heat or steam sources.

The following reporting categories mirror the specifications of the *Federal Greenhouse Gas Accounting and Reporting Guidance* and are available as GHG Inventory sections in the Carbon Footprint Tool:

1. purchased electricity,
2. purchased steam or hot water,
3. purchased chilled water,
4. purchased electricity, steam, or hot water from a combined heat and power facility, and
5. purchased steam from a waste-to-energy (WTE) facility.

To develop the Scope 2 portion of your inventory, create your Scenario Plan then complete each section as described in the following pages.

## Scope 2 Scenario Plan

1

Click the hyperlinked name of the scenario of interest from the Scenario List. You will be redirected to the **Scenario Planning** page.

If you accidentally click the **Site Name** instead of the Scenario Name you will be redirected to the **Site Information** page.

2

The **Scope 1** section of the scenario appears after you click the scenario name. Click the **Scope 2** link in the left-hand navigation column.

Select the inventory categories (purchased electricity, purchased steam, purchased hot water or chilled water, purchased combined heat and power, etc.) for which you wish to provide data.

Click the “Save & Continue” button at the bottom of the page to begin entering data for each **Scope 2** emissions category.

**Enter GHG Data**

Create Scenario Showing 1 to 10 of 224 entries Batch Operation

Year	Site	Scenario Name	Owner	Total Emissions	Last Updated	Actions
FY2012	2012 CHP 5	<a href="#">Demo Scenario [Locked for QA]</a>	Luke_SiteAdmin	545.58 MT CO <sub>2</sub> e	Jul 2, 2012 10:18 am	[Icons]
FY2011	International - Zimbabwe	<a href="#">batch [Locked for QA]</a>	Ibanchard	14,005,092.73 MT CO <sub>2</sub> e	Jul 2, 2012 9:13 am	[Icons]
FY2012	2011 Air Travel	<a href="#">2012 CHP 1 [Locked for QA]</a>	Ibanchard	927.95 MT CO <sub>2</sub> e	Jul 2, 2012 9:12 am	[Icons]
FY2012	2012 AKMS	<a href="#">Demo Scenario</a>	achrist	1.15 MT CO <sub>2</sub> e	Jun 26, 2012 9:57 am	[Icons]
FY2012	test batch upload	<a href="#">1111 batch</a>	Luke_SiteAdmin	146.56 MT CO <sub>2</sub> e	Jun 25, 2012 4:35 pm	[Icons]
FY2011	International - Germany	<a href="#">batch</a>	Ibanchard	12,280,373.71 MT CO <sub>2</sub> e	Jun 14, 2012 1:05 pm	[Icons]
FY2011	International - Vietnam	<a href="#">batch</a>	Ibanchard	8,008,832.57 MT CO <sub>2</sub> e	Jun 14, 2012 1:05 pm	[Icons]
FY2012						
FY2012						
FY2012						

Show 10

### Scope 2: Indirect

Tip: Please use the checkboxes below to select which emissions sources you would like to include for Scope 2.

**Purchased Electricity**

**Building Electricity**

☐ Utility Data Availability

**Data Center**

☐ Data Center

**IT Equipment**

☐ IT Inventory Estimation

**Purchased Steam, Hot Water, and Chilled Water**

**Purchased Steam, Hot Water, and Chilled Water**

☐ Purchased Steam

☐ Purchased Hot Water

☐ Purchased Chilled Water - Electric/Unknown

☐ Purchased Chilled Water - Non-Electric

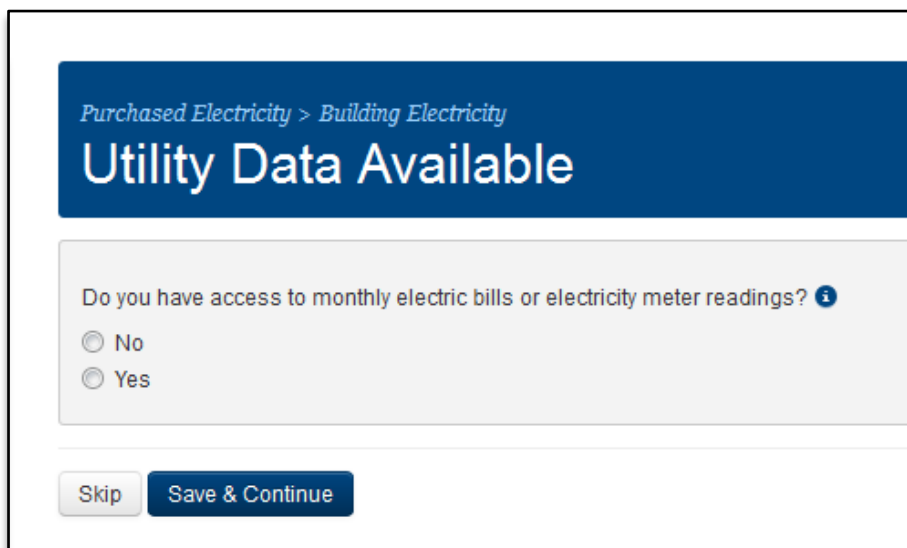
☐ Continuous Emission Monitoring System

## Purchased Electricity

The purchased electricity data section allows accounting for greenhouse gas emissions from electricity purchased throughout the year. Emissions can be estimated using either monthly utility bills, an annual energy estimate for the entire building or the occupancy area.

**NOTE:** While the Tool allows agencies to estimate consumption based on total building energy consumption and occupancy area, this data may not be suitable for conducting an official annual comprehensive GHG inventory, and the Guidance recommends data that is ideally based on metered electricity consumption for reporting purposes.

The screenshot below shows the first page of the purchased electricity section. If you have monthly electric bills or meter readings, then select “Yes” to begin entering data. If instead you only have an annual energy consumption estimate for the entire building or only know building occupancy area, select “No” so that you can be guided through a series of screens that will help you develop greenhouse gas estimates based on this data.



The screenshot shows a web interface for the 'Purchased Electricity' section. At the top, a blue header bar contains the text 'Purchased Electricity > Building Electricity' and 'Utility Data Available' in white. Below this, a light gray box contains the question 'Do you have access to monthly electric bills or electricity meter readings?' followed by an information icon. Two radio buttons are provided: 'No' and 'Yes'. At the bottom, there are two buttons: 'Skip' and 'Save & Continue'.

Purchased Electricity > Building Electricity

### Utility Data Available

Do you have access to monthly electric bills or electricity meter readings? ⓘ

☐ No

☐ Yes

In the example that follows, data is entered for two meters, Meter 1 and Meter 2. After selecting “Yes” in response to the question, “Do you have access to monthly electric bills or electricity meter readings?”, 1,000 kilowatt hours is entered as the monthly usage for Meter 1. By clicking the green “+ Add Source” button, the page will expand to allow monthly data for Meter 2 to be entered as well. After entering 5,000 kilowatt hours as the monthly usage for Meter 2, the carbon footprint calculated for both meters is 62 metric tons CO<sub>2</sub> equivalents. Note that the building electricity emissions total is different from the overall emissions total, which also includes the transmission and distribution system losses that are automatically calculated in the Scope 3 section.

**Utility Data Available**

Purchased Electricity > Building Electricity

Do you have access to monthly electric bills or electricity meter readings?

☐ No

☒ Yes

[Skip](#) [Save & Continue](#)

---

**Emission Source:** Meter 1

Select unit for input: kWh (thousand watt hours)

Enter the energy used and cost for each month. The cost is optional.

Month	Consumption kWh (thousands)	Cost (\$)
October	1000	
November	1000	
December	1000	
January	1000	
February	1000	
March	1000	

[+ Add Source](#)

---

**Emission Source:** Meter 2

Select unit for input: kWh (thousand watt hours)

Enter the energy used and cost for each month. The cost is optional.

Month	Consumption kWh (thousands)	Cost (\$)
October	5000	
November	5000	
December	5000	
January	5000	
February	5000	
March	5000	

---

**Total Emissions FY 2012**

**62** metric tons CO<sub>2</sub>e

**Legend**

- No Data
- In Progress
- Complete

**Quality Assurance**

[Submit Data for QA](#)

**Scope 1**

- Combustion
- Fugitive Emissions
- Industrial Process Emissions
- Additional Emissions Sources

**Scope 2**

- Purchased Electricity
- Building Electricity

Emissions: 58.42

[Utility Data Available](#)

Monthly Consumption

## Purchased Steam & Hot Water, and Chilled Water

This data section allows accounting for greenhouse gas emissions from steam, hot water, and chilled water. Once information for each section has been entered and the **Save & Continue** button at the bottom of the page is clicked, the Tool calculates the GHG emissions associated with the entries on each page.

In the example below, the desired fuel and unit types have been selected from the drop-down menus causing the estimate boiler efficiency, steam production efficiency, and distribution loss fields to be automatically populated. These values are recommended by the *Technical Support Document*. 1,000 MMBtu is entered as the monthly usage for Meter 1. After clicking the **Save & Continue** button, the carbon footprint calculated for steam delivered by Meter 1 is 2,317 metric tons CO<sub>2</sub> equivalents.

**Emission Source:** Meter 1

**Select plant fuel type:** Coal - Anthracite

**Tip:** Some agencies purchase steam or district heating for purposes like providing space industrial needs. Emissions associated with these sources are considered to be indirect either cooling or refrigeration when they do not operate cooling compressors on-site at the similar to purchased heat or steam, with the primary difference being the process used to

**Emission Source:** Meter 1

**Select plant fuel type:** Coal - Anthracite

**Select unit for input:** MMBtu (million Btu)

**Enter the energy used and cost for you.**

Month	Consumption MMBtu (million Btu)
October	1000
November	1000
December	1000
January	1000

**Boiler Efficiency:** 0.8

**Steam Production Efficiency:** 0.75

**Distribution Loss:** 0.1

**Emission Factors:**

Delivered Biogenic CO <sub>2</sub>	0
Emission Factor:	
Delivered Anthropogenic CO <sub>2</sub> Emission Factor:	103.54
Delivered CH <sub>4</sub> Emission Factor:	0.011
Delivered N <sub>2</sub> O Emission Factor:	0.0016

**Total Emissions FY 2012**

**2,317**  
metric tons CO<sub>2</sub>e

**Legend**

- No Data
- In Progress
- Complete

**Quality Assurance**

**Submit Data for QA**

**Scope 1**

- Combustion
- Fugitive Emissions
- Industrial Process Emissions
- Additional Emissions Sources

**Scope 2**

- Purchased Electricity
- Purchased Steam, Hot Water, and Chilled Water
- Purchased Steam, Hot Water, and Chilled Water

**Emissions** 2,317.04

**Purchased Steam**

**Buttons:** Skip, Save & Continue

## Purchases from Combined Heat and Power (CHP)

This data section allows accounting for greenhouse gas emissions from purchased electricity, steam, or hot water that is produced by a facility that simultaneously produces electricity and heat. Because the simultaneous production of electricity and heat represents a special Scope 2 case, a different accounting approach is used in this section. For more details on the calculation methodology, please see the *Technical Support Document*.

In the example below, 1,000 kilowatt hours is entered as the monthly Purchased Electricity usage on the first page in the section and 1,000 MMBtu is entered as the monthly Purchased Steam AND Hot Water usage on the second and third pages (With efficiencies of 0.8, 0.75, and 0.1 for Steam and 0.8 and 0.1 for Hot Water). The total carbon footprint calculated for purchased electricity, steam, and hot water is 2,074 metric tons CO<sub>2</sub> equivalents.

The image displays three overlapping input forms for CHP data, with green arrows indicating the flow of information from the input fields to the final calculation.

- CHP Purchased Electricity:**
  - Emission Source: Meter 1
  - Enter the energy used and cost for you.
  - Consumption (kWh): October (1000), November (1000), December (1000), January (1000), February (1000)
- CHP Purchased Steam:**
  - Emission Source: Meter 1
  - Enter the energy used and cost for you.
  - Consumption (MMBtu): October (1000), November (1000), December (1000)
  - Boiler Efficiency: 0.8
  - Steam Production Efficiency: 0.75
  - Distribution Loss: 0.1
  - Use Estimate button
- CHP Purchased Hot Water:**
  - Emission Source: Meter 1
  - Enter the energy used and cost for you.
  - Consumption (MMBtu): October (1000), November (1000), December (1000), January (1000), February (1000)
  - Boiler Efficiency: 0.8
  - Distribution Loss: 0.1
  - Use Estimate button

**Total Emissions FY 2012:** 2,074 metric tons CO<sub>2</sub>e

**Legend:** No Data (red dot), In Progress (yellow dot), Complete (green dot)

**Quality Assurance:** Submit Data for QA button

**Scope 1:**

- + Combustion
- + Fugitive Emissions
- + Industrial Process Emissions
- + Additional Emissions Sources

**Scope 2:**

- + Purchased Electricity
- + Purchased Steam, Hot Water, and Chilled Water

**Final Calculation:** 2,073.65

### *Enter Scope 3 Data*

Scope 3 GHG emissions are the **indirect GHG emissions** not covered in Scope 2. These emissions occur as a consequence of agency activities, but originate from sources not controlled by the agency.

The following reporting categories are specified in the *Guidance* and are available as GHG Inventory sections in the Carbon Footprint Tool:

1. Federal employee business air travel
2. Federal employee business ground travel
3. Federal employee commuting
4. Contracted solid waste disposal (Municipal solid waste that is sent to a landfill not owned or operated by the agency)
5. Contracted wastewater treatment (Municipal wastewater that is sent to a wastewater treatment plant not owned or operated by the agency)
6. T&D losses associated with purchased electricity

To develop the Scope 3 portion of your inventory, create your Scenario Plan then complete each section as described in the following pages.



## Scope 3 Scenario Plan

1 Click the hyperlinked name of the scenario of interest from the Scenario List. You will be redirected to the **Scenario Planning** page.

If you accidentally click the **Site Name** instead of the Scenario Name you will be redirected to the **Site Information** page.

2 The **Scope 1** section of the scenario appears after you click the scenario name. Click the **Scope 3** link in the left-hand navigation column.

Select the inventory categories (Business Travel, Employee Commuting, Solid Waste Disposal etc.) for which you wish to provide data.

3 Click the "Save & Continue" button at the bottom of the page to begin entering data for each **Scope 3** emissions category.

The screenshot shows the 'Enter GHG Data' interface. At the top, there's a 'Create Scenario' button and a 'Showing 1 to 10 of 224 entries' indicator. Below this is a table with columns: Year, Site, Scenario Name, Owner, Total Emissions, Last Updated, and Actions. A green box highlights the 'Scenario Name' column, and a green arrow points from the 'Demo Scenario' link to the 'Scope 3: Other Indirect' section of the form.

The 'Scope 3: Other Indirect' section has a tip: 'Please use the checkboxes below to select which emissions categories you wish to provide data for.' It lists several categories with checkboxes:

- Business Travel**
  - Air Travel
  - Rail Travel
  - Bus Travel
  - POV Travel
- Contracted Wastewater Treatment**
  - Contracted Wastewater Treatment
- Contracted Waste Disposal**
  - Contracted Waste Disposal

At the bottom of the form, there are two buttons: 'Skip' and 'Save & Continue'. A green arrow points from the 'Save & Continue' button to the '3' in the instruction text.

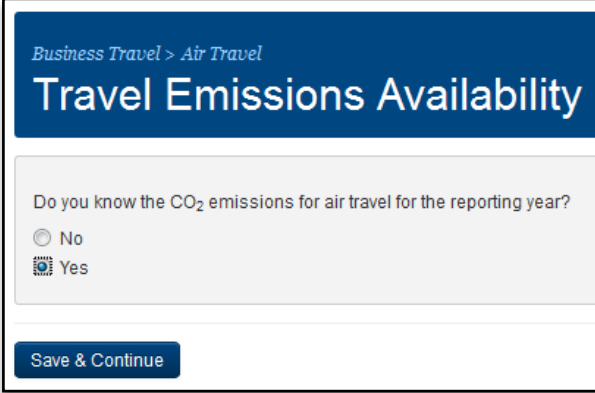
## Employee Business Air Travel

There are three options for estimating emissions from air travel:

1. Enter GHG emissions data obtained from the GSA Travel MIS (Traveltrax) System
2. Enter estimates of air travel mileage, by flight segment, for each passenger
3. Enter estimates about the number of trips by air during the reporting year

The screenshot below shows the first page of the employee travel data section. If “Yes” is selected as the response to “Do you know the CO<sub>2</sub> emissions for air travel for the reporting year?” you will need to enter the GHG emissions total obtained from the GSA Travel MIS System. Instructions for accessing the relevant report are available in Appendix C of the *Technical Support Document*. Alternatively, this information can be obtained by emailing a request to [carbonfootprint@gsa.gov](mailto:carbonfootprint@gsa.gov).

If instead “No” is selected as the response to the question “Do you know the CO<sub>2</sub> emissions for air travel for the reporting year?”, you will be directed to subsequent pages where you can estimate emissions from air travel using either Option 2 or Option 3 as described above.



The screenshot shows a web form titled "Business Travel > Air Travel" and "Travel Emissions Availability". The main question is "Do you know the CO<sub>2</sub> emissions for air travel for the reporting year?". There are two radio button options: "No" and "Yes". The "Yes" option is selected. At the bottom of the form is a blue button labeled "Save & Continue".

## Employee Business Ground Travel

The Carbon Footprint Tool allows accounting for emissions from employee business ground travel by rail, bus, privately owned vehicle and rental vehicle.

Similar to air travel data, the number of rental cars used by an agency can be accessed through the GSA Travel MIS (Traveltrax) System. Instructions for accessing the relevant report are available in Appendix C of the *Technical Support Document*. Alternatively, this information can be obtained by emailing a request to [carbonfootprint@gsa.gov](mailto:carbonfootprint@gsa.gov).

## Employee Commuting

The preferred approach for calculating employee commuting emissions is through the deployment of a Scope 3 Commuter Survey. The Carbon Footprint Tool includes a turn-key solution that can be used by any agency and was developed in collaboration with the Department of Transportation (DOT), Department of Energy Federal Energy Management Program (DOE FEMP) and the White House Council on Environmental Quality (CEQ). For more information or to request a demo of the Scope 3 Commuter Survey, contact GSA at [carbonfootprint@gsa.gov](mailto:carbonfootprint@gsa.gov).

The Employee Commuting section of the Carbon Footprint Tool also allows manual input of data related to employee travel to and from work by automobile, rail, bus and any other options that might apply.

*The screenshot below displays the commuting details a user can enter if they have decided to forgo the Scope 3 Commuter Survey.*

Employee Commuting > Car Commuting

### Commute Details

Enter the number of employees that commute alone in a passenger car: <sup>1</sup>

 employees

Enter the number of commuting days per year by single occupant passenger car:

 days Use Estimate

Enter the average round trip distance traveled by single occupant passenger cars:

 miles

Enter the percentage of employees that travel during rush-hour: <sup>1</sup>

 percent

Enter the number of employees that commute alone in a gasoline-fueled light-duty truck, van, or SUV: <sup>1</sup>

 employees

## Transmission & Distribution Losses

**No user input is required for this section!** Transmission and Distribution losses are automatically calculated based on the purchased electricity totals provided under Scope 2.

## Contracted Wastewater Treatment

Population-based calculations are used to determine GHG emissions associated with contracted wastewater treatment.

In the screenshot below, 1,000 Agency employees are assumed to be served by contracted wastewater treatment. By selecting the “use estimate” values for all of the remaining questions, the Carbon Footprint Tool will automatically populate the fields with the values recommended by the *Technical Support Document*. After clicking the **Save & Continue** button, the carbon footprint calculated for this single entry is 5 metric tons CO<sub>2</sub> equivalents.

Contracted Wastewater Treatment > Contracted Wastewater Treatment

## Contracted Wastewater Treatment

Tip: For the Default Methodology, click on 'use estimate' for both of the percentage fields.

Number of employees served

people

Percentage Contracted Centralized WWTP with Nitrification / Denitrification ⓘ

percent

Use Estimate

Percentage Contracted Wastewater Treatment Lagoons ⓘ

percent

Use Estimate

### Total Emissions FY 2012

5

metric tons CO<sub>2</sub>e

---

*Legend*

● No Data ● In Progress ● Complete

## Contracted Solid Waste Disposal

GHG emissions from contracted disposal of agency waste are calculated based on the monthly totals of municipal solid waste that an independent entity disposes off-site.

In the screenshot below, 0.5 short tons (or 1,000 pounds) of solid waste are assumed to be picked up each month for twelve months. By selecting the “use estimate” buttons for the optional fields, The Carbon Footprint Tool will populate the fields with values recommended by the *Technical Support Document*. When the **Save & Continue** button is clicked, the carbon footprint calculated is 4 metric tons CO<sub>2</sub>e.

Contracted Waste Disposal > Contracted Waste Disposal

Contracted Waste Disposal

Enter the short tons of solid waste disposed per month:

October	0.5	short tons
November	0.5	short tons
December	0.5	short tons
January	0.5	short tons
February	0.5	short tons
March	0.5	short tons
April	0.5	short tons
May	0.5	short tons
June	0.5	short tons
July	0.5	short tons
August	0.5	short tons
September	0.5	short tons

Methane % of Landfill Gas ⓘ  
50 percent Use Estimate

Percentage Uncontrolled CO2 Release ⓘ  
100 percent Use Estimate

Total Emissions FY 2012

4

metric tons CO<sub>2</sub>e

Legend

● No Data
● In Progress
● Complete

### *Enter Renewable Energy Data*

Renewable Energy is derived from resources that are renewed indefinitely. These emissions occur as a consequence of agency activities, but originate from sources not controlled by the agency.

The following reporting categories are specified in the *Guidance* and are available as Renewable Energy inventory sections in the Carbon Footprint Tool:

1. Renewable Electricity Generated On-Site
2. Renewable Electricity Generated Off-Site
3. Non-Electric Renewable Energy Sources
4. Both Electric and Non-Electric Renewable Energy Sources On-Site
5. Both Electric and Non-Electric Renewable Energy Sources Off-Site

To develop the Renewable Energy portion of your inventory, create your Scenario Plan then complete each section as described in the following pages.

## Renewable Energy Scenario Plan

- 1 Click the hyperlinked name of the scenario of interest from the Scenario List. You will be redirected to the **Scenario Planning** page.

If you accidentally click the **Site Name** instead of the Scenario Name you will be redirected to the **Site Information** page.

- 2 The **Scope 1** section of the scenario appears after you click the scenario name. Click the **Renewable Energy** tab. Select the inventory categories (Electric On Grid, Electric Off Grid, etc).

- 3 Click the "Save & Continue" button at the bottom of the page to begin entering data for each **Renewable Energy** emissions category.

*Enter GHG Data*

Create Scenario Showing 1 to 10 of 224 entries

Year	Site	Scenario Name	Owner
		1	
FY2012	test: batch upload	test	Luke_SiteAdmin
FY2011	International - Germany	Test 2	Ibanchard
FY2011	International - Vietnam	Test 3	Ibanchard
FY2012	International - Zimbabwe	Test 4	Ibanchard
FY2012	International - Germany	Test 5	Ibanchard
FY2012			

↓

### Renewable Energy

*Renewable Energy*

Electric On Grid

☐ Electric On Grid

Electric Off Grid

☐ Electric Off Grid

Non-Electric

☐ Non-Electric 2

Both, On-Grid

☐ Both, On-Grid

Both, Off-Grid

☐ Both, Off-Grid

Skip Save & Continue 3

### Electric On Grid

The Electric On Grid data section allows accounting for emissions from Agricultural Byproducts, Solar Photovoltaic, Biofuel, Hydrokinetic, Ethanol, Wind and other fuels used to create electricity even though the site is connected to an electric grid.

### Electric Off Grid

The Electric Off Grid data section also allows for accounting of emissions created in the same way. However, it is with sites that are not on the national power grid and therefore rely solely upon the electricity created at the site to function.

### Non-Electric

The Non-Electric data section allows for accounting of processes that do not create electricity, but rather are used to create thermal energy. These processes are ways for a site to reduce their overall GHG emissions.

### Both, On-Grid

This section allows for data to be collected for sites that use both Electric and Non-Electric forms of renewable energy while still connected to the national power grid.

### Both, Off-Grid

This section allows for data to be collected for sites that use both Electric and Non-Electric forms of renewable energy, but are not connected to the national power grid.



Once information for any of the Renewable Energy fields has been entered and the **Save & Continue** button at the bottom of the page is clicked, the Tool calculates the GHG emissions associated with the entries on each page.

The screenshots below depict a site whose electric on grid source is putting out 100,000 kWh of electricity per year, with non-biofuel consuming processes. The site spent \$2,000,000 on electric generating equipment and another \$10,000 on Renewable Energy Credits that year.

*Note: The overall emissions remain at zero as the site is using renewable energy sources that offset the GHG emissions created from the process.*

Renewable Energy > Electric On Grid  

## Electric On Grid

What is the electric generating capacity? (Optional)

 MW

Meter/Source name: (Optional but recommended)

 Source 1

Siting status:

 NOT on Federal or Indian Land, Ad

Placed in service before or after January 1, 1999?

 After

REC Ownership/Purchase Status:

 Agency does not own RECs for this

Percentage of output covered by RECs: ?

 80 percent

Does agency own T&D system that delivers purcha

 Yes

Scope 1 or 2 project?

 Scope 2

Renewable electricity fuel:

 Geothermal

Total electricity output:

 10000 kWh

Biomass fuel use for electricity (only if applicable):

 MMBtu

Amount spent on electricity or REC purchase for fiscal year:

 \$ 2000000

Electric generating equipment capital cost:

 \$ 2000000

**Save & Continue**

### Total Emissions FY 2012

# 0

metric tons CO<sub>2</sub>e

---

**Legend**

● No Data ● In Progress ● Complete

## Batch Upload

The Batch Upload functionality allows you to complete one-time uploads of large quantities of site attribute and energy consumption data into the Carbon Footprint Analyzer. Instead of entering energy consumption data into scenarios individually for each site, you can load this data for multiple sites with just a few clicks.

### Batch Upload

- 1 Click the “[Batch Upload Data](#)” hyperlink in the **Enter GHG Data** section of the navigation bar.

You will be redirected to the **Batch Upload Data** page.

**Note:** You must be logged in as an administrator to see the Batch Upload Data link.

- 2 Click the “[Batch Upload Templates](#)” link in the lower right-hand corner of the **Batch Upload** page.

Save the **BatchuploadTemplates.zip** file that appears to your hard drive.

Unzip the two files, populate the worksheets that are of interest and be sure to save each sheet as a **.csv** file.

**Note:** Each file has an “Introduction” tab with specific instructions for adding the necessary data.

- 3 Upload the desired templates.

## Import Data from External Feeds

The Carbon Footprint Tool can directly import data from existing federal data systems to streamline the data collection and GHG inventory process. The Tool can currently import data directly from EPA Portfolio Manager, the Federal Automotive Statistical Tool (FAST), GSA Travel MIS (Traveltrax), and the GSA STAR and Energy Usage Analysis System (EUAS). Only Administrators may authorize the transfer of data from these systems into the Carbon Footprint Tool.

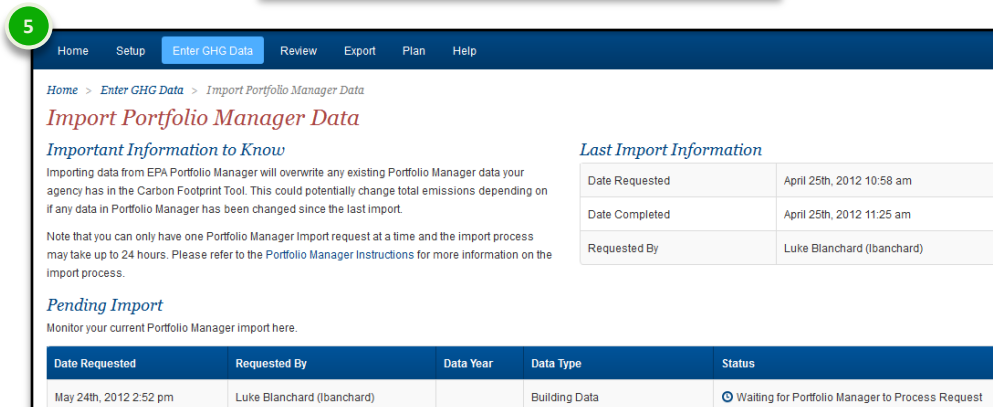
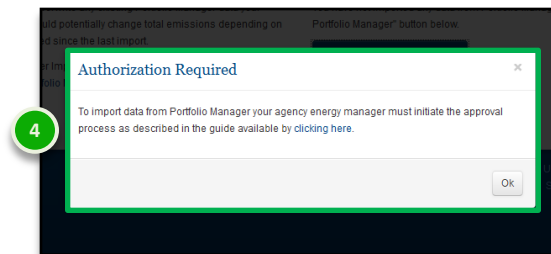
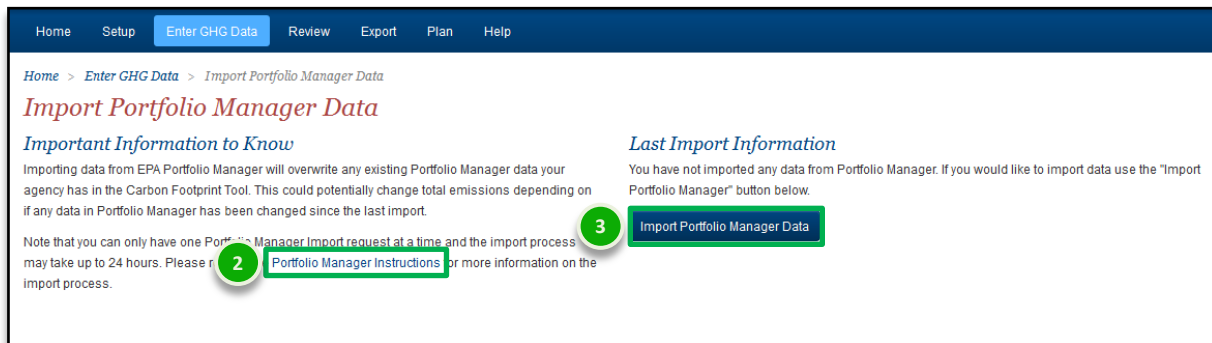
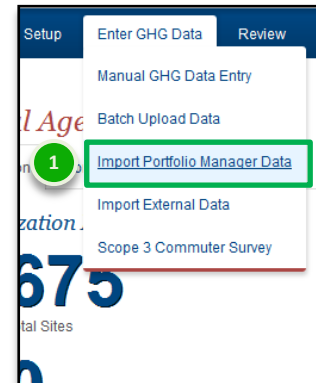


A description of these systems, the available data, and the process to import the data is provided in the table below.

Data System	Data Available for Import	How to Get Started
<b>Federal Automotive Statistical Tool (FAST)</b>	Scope 1 Mobile Combustion (vehicle fleet fuel consumption).	Ask your Fleet Manager to select the "Export Data to GSA Carbon Footprint Tool" link within the FAST system or email <a href="mailto:carbonfootprint@gsa.gov">carbonfootprint@gsa.gov</a>
<b>EPA Portfolio Manager</b>	Site attribute data (e.g., address, size); Scope 1 and Scope 2 building energy consumption data for facilities in which data has been entered into EPA Portfolio Manager.	See separate "Instructions for Importing Data from EPA Portfolio Manager" User Guide available on the Help tab in the Carbon Footprint Tool.
<b>GSA STAR and Energy Usage Analysis System (EUAS)</b>	Site attribute data (e.g. address, size) Scope 1 and Scope 2 building energy consumption data for all GSA leased facilities in which GSA pays the utilities.	Email <a href="mailto:carbonfootprint@gsa.gov">carbonfootprint@gsa.gov</a>
<b>GSA Travel MIS (Traveltrax)</b>	Scope 3 Business Air Travel and Business Ground Travel.	Email <a href="mailto:carbonfootprint@gsa.gov">carbonfootprint@gsa.gov</a>

## EPA Portfolio Manager Data Import

- 1 Click the “[Import Portfolio Manager Data](#)” hyperlink in the **Enter GHG Data** section of the navigation bar.
- 2 Click on the “[Portfolio Manager Instructions](#)” link in the upper right-hand corner of the **Import Portfolio Manager Data** page for guidance.
- 3 Click the “[Import Portfolio Manager Data](#)” button to start the import process.
- 4 **Note:** You will not be able to complete the import process if you have not already completed the import approval process.
- 5 The “[Import Portfolio Manager Data](#)” button will be unavailable if there are any pending imports.



## Import External Data Feeds

- 1 Click the “[Import External Data](#)” hyperlink in the **Enter GHG Data** section of the navigation bar.

You will be redirected to the **Import External Data** page.

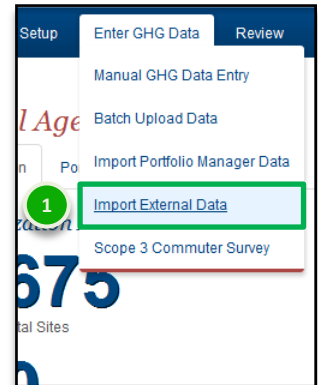
**Note:** You must be logged in as an administrator to see the Batch Upload Data link.

- 2 Click on the “[Submit Request](#)” button above the Data Feed list to request a custom data feed record for your inputs.

- 3 Click the “[Add External Data Feed](#)” button above the Data Feed list to create a new Data Feed.

You will be redirected to the **Create/Edit External Data Feed** page.

- 4 Once filled out you can Run the Carbon Footprint Analyzer, See the Enterprise Report, Run the Dashboard, Edit the Feed, and Delete the feed using the action buttons on the right side of the External Data Feed list..



Home Setup **Enter GHG Data** Review Export Plan Help

Home > Enter GHG Data > Import External Data

### Import External Data

*Types of External Data*

Agency GHG emissions data can be imported into the GSA Tool directly from existing federal data systems to reduce duplication of effort. The GSA Carbon Footprint Tool can directly import:

- Scope 1 and 2 stationary combustion and electricity data from the STAR and EUAS systems for all GSA owned/leased facilities
- Scope 1 mobile combustion fleet data from FAST
- Scope 3 business travel data from GSA Travel MIS

**Submit Request** **Add External Data Feed** Showing 1 to 3 of 3 entries

*Additional Information*

Building energy data will be imported to the Analyzer at the individual site level. Fleet and business travel data will be imported at the enterprise-level to External Data Feeds. If your agency does not use the GSA Travel MIS but you were able to calculate your enterprise-wide Scope 3 business travel emissions, you may submit a request to [green-admins@ncc.noblis.org](mailto:green-admins@ncc.noblis.org) to create a custom data feed record for your inputs.

To import data from one of these systems, click the “Submit Request” button below requesting data pre-population for your agency.

Year	Data Source	Category	Name	Last Updated	Scope 1	Scope 2	Scope 3	Actions	Include in Inventory
FY2012	Car Rentals	Car Rental Travel	2012 Car Rentals	Mar 5, 2012 10:50 am	0	0	157		<input checked="" type="checkbox"/>
FY2012	eTravel	Air Travel	2012 Air Travel	Mar 5, 2012 10:50 am	0	0	0		<input checked="" type="checkbox"/>
FY2012	FAST	Mobile Combustion	2012 Mobile Combustion (FAST)	Mar 5, 2012 10:46 am	7	0	0		<input type="checkbox"/>

Show 10 entries

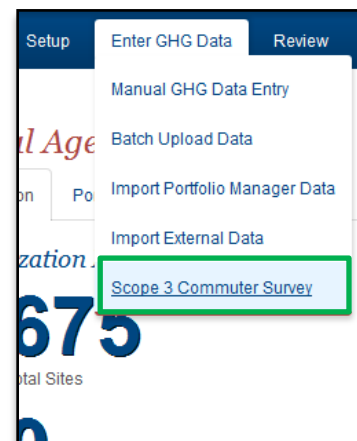
First Previous 1 Next Last

## Scope 3 Commuter Survey

The preferred approach for calculating employee commuting emissions is through the deployment of a Scope 3 Commuter Survey. The Carbon Footprint Tool includes a turn-key solution that can be used by any agency and was developed in collaboration with the Department of Transportation (DOT), Department of Energy Federal Energy Management Program (DOE FEMP) and the White House Council on Environmental Quality (CEQ). For more information or to request a demo of the Scope 3 Commuter Survey, contact GSA at [carbonfootprint@gsa.gov](mailto:carbonfootprint@gsa.gov).

The Employee Commuting section of the Carbon Footprint Tool also allows manual input of data related to employee travel to and from work by automobile, rail, bus and any other options that might apply.

The screenshot below displays the commuting details a user can enter if they have decided to forgo the Scope 3 Commuter Survey.



Home > Enter GHG Data > Scope 3 Commuter Survey

**Scope 3 Commuter Survey**

Submit a Survey Request Showing 1 to 10 of 13 entries

Status	Scope	Title	Date Range	Reporting Year	Response Rate	CO2e Total	Actions	Include in Inventory
Closed	Enterprise	Survey 1	2012-04-03 to 2012-04-13	FY2012	0.00%			
Closed	Enterprise	Survey 2	2012-04-12 to 2012-04-20	FY2012	0.00%			
Closed	Enterprise	Survey 3	2012-04-16 to 2012-04-27	FY2012	0.00%			
Closed	Enterprise	Survey 4	2012-04-16 to 2012-05-05	FY2012	33.33%			<input type="checkbox"/>
Closed	Enterprise	Survey 5	2012-05-08 to 2012-05-09	FY2012	100.00%			<input type="checkbox"/>
Closed	Enterprise	Survey 6	2012-05-03 to 2012-05-11	FY2012	0.00%			
Closed	Enterprise	Survey 7	2012-05-10 to 2012-05-18	FY2012	0.00%			
Closed	Enterprise	Survey 8	2012-05-10 to 2012-05-18	FY2012	0.00%			
Closed	Enterprise	Survey 9	2012-05-15 to 2012-05-25	FY2012	33.33%			<input type="checkbox"/>
Closed	Enterprise	Survey 10	2012-05-24 to 2012-06-01	FY2012	100.00%	Survey 10		<input type="checkbox"/>

Show 10 entries

First Previous 1 2 Next Last

## Review

### QA Review

The Carbon Footprint Tool has data review capabilities to ensure accurate reporting of GHG emissions for a scenario. Data review involves three steps: **submitting a scenario for QA**, **performing QA for a scenario** and **correcting flagged errors in a scenario**.

### Submitting a Scenario for QA Review

In the screenshot below, a scenario has been created and data has been entered. By clicking the **Submit Data for QA** button, you are prompted with a warning message that modifications to the scenario cannot be made while the scenario is under the QA process. Click **Ok** to proceed and submit the scenario for QA review.

Total Emissions FY 2012

928

metric tons CO<sub>2</sub>e

Legend

No Data

In Progress

Complete

Quality Assurance

Submit Data for QA

Scope 1

Combustion

Stationary Combustion

Emissions

29.39

Mobile Combustion

Emissions

0.00

Home Setup Enter GHG Data **Review** Export Plan Help

Home > Review > QA Review

QA Review

Showing 1 to 7 of 7 entries

Batch Operation

Site	Scenario	Status	User	Owner	Locked	Actions
Test Site #1	Test Scenario #1	Approved	Ibanchard	Ibanchard		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Test Site #1	Test	Ready for QA	achrist2	No owner yet	<a href="#">Lock</a>	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Test Site #1	Test4	Ready for QA	achrist2	No owner yet	<a href="#">Lock</a>	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Test Site #1	2011 QA test	Approved	Ibanchard	Ibanchard		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Test Site #1	2012 QA Test	Rejected	Ibanchard	Ibanchard		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Test Site #1	QA test scenario	Approved	Ibanchard	Ibanchard		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Test Site #2	Test 2	QA in Progress	achrist2	Ibanchard	<a href="#">Lock</a>	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Show 10 entries

First Previous 1 Next Last

Batch Operation

## Performing QA Review for a Scenario

The images below display the path a QA reviewer would take in order to navigate through, and review, a scenario.

1 Click on the **QA Review** tab.

2 Then click on the **Take QA Ownership** (👤) icon to take ownership of QA for a scenario and begin reviewing data entered.

3 Begin reviewing the scenario by clicking on the Scenario Name.

**Note:** any section that changed by +/- 3% from the previous year will have a yellow warning flag (⚠️).

4 Click on the **Green Flag** (🟢) icon to flag that an entry is inaccurate.

**Note:** You can also leave a comment for any changes that need to be made.

5 Click on the **Approve Data** or **Reject Data** button according to your findings.

**Note:** if you flag any area, you will not be able to Approve Data.

6 Clicking on the “thumbs up” or “thumbs down” buttons, on the QA scenario list page will also approve or reject a scenario.

The image is a composite of several screenshots from the GSA Carbon Footprint Tool, illustrating the QA review process. Green circles with numbers 1 through 6 are placed over specific UI elements, with green arrows pointing to them from the instructions.

- Step 1:** Points to the "QA Review" tab in the top navigation menu.
- Step 2:** Points to the "Take QA Ownership" (👤) icon in the table's "Actions" column.
- Step 3:** Points to the "Test Scenario #1" in the "Scenario" column of the table.
- Step 4:** Points to the "Green Flag" (🟢) icon in the "Total Cost" row of the data entry form.
- Step 5:** Points to the "Approve Data" and "Reject Data" buttons in the "Quality Assurance" panel.
- Step 6:** Points to the "thumbs up" and "thumbs down" icons in the "Actions" column of the table.

The screenshots include:

- A top navigation menu with "QA Review" highlighted.
- A table with columns: Site, Scenario, Status, User, Owner, Locked, Actions. The row for "Test Site #1" and "Test Scenario #1" is highlighted.
- A data entry form for "Test Scenario #1" with fields for "Total Consumption" (100000 therms), "Total Cost" (2 dollars), and "Total Cost per unit" (0.00002 therms). A "Comments" section contains the text "The total cost is wrong."
- A "Quality Assurance" panel showing "Total Emissions FY 2012" as 546 metric tons CO<sub>2</sub>e. It includes a legend (No Data, In Progress, Complete) and an alert: "Alert: This site's emissions differ by at least ± 3% from previous year."



## Fixing Errors for a Scenario

After a scenario is rejected by the QA reviewer you will receive an email announcing that it is no longer locked for editing. You will then need to click on the scenario name to review the changes suggested by your QA reviewer.

- 1 Click on the **Scenario Name**.
- 2 Then navigate to the sections with red "incomplete" dots (●) designating them as areas needing correction.
- 3 When that section is opened a Red Flag (🚩) will designate which page needs to be corrected.
- 4 The reviewer's comment will be listed at the top of the page.
- 5 The question requiring correction will have a red flag (🚩).

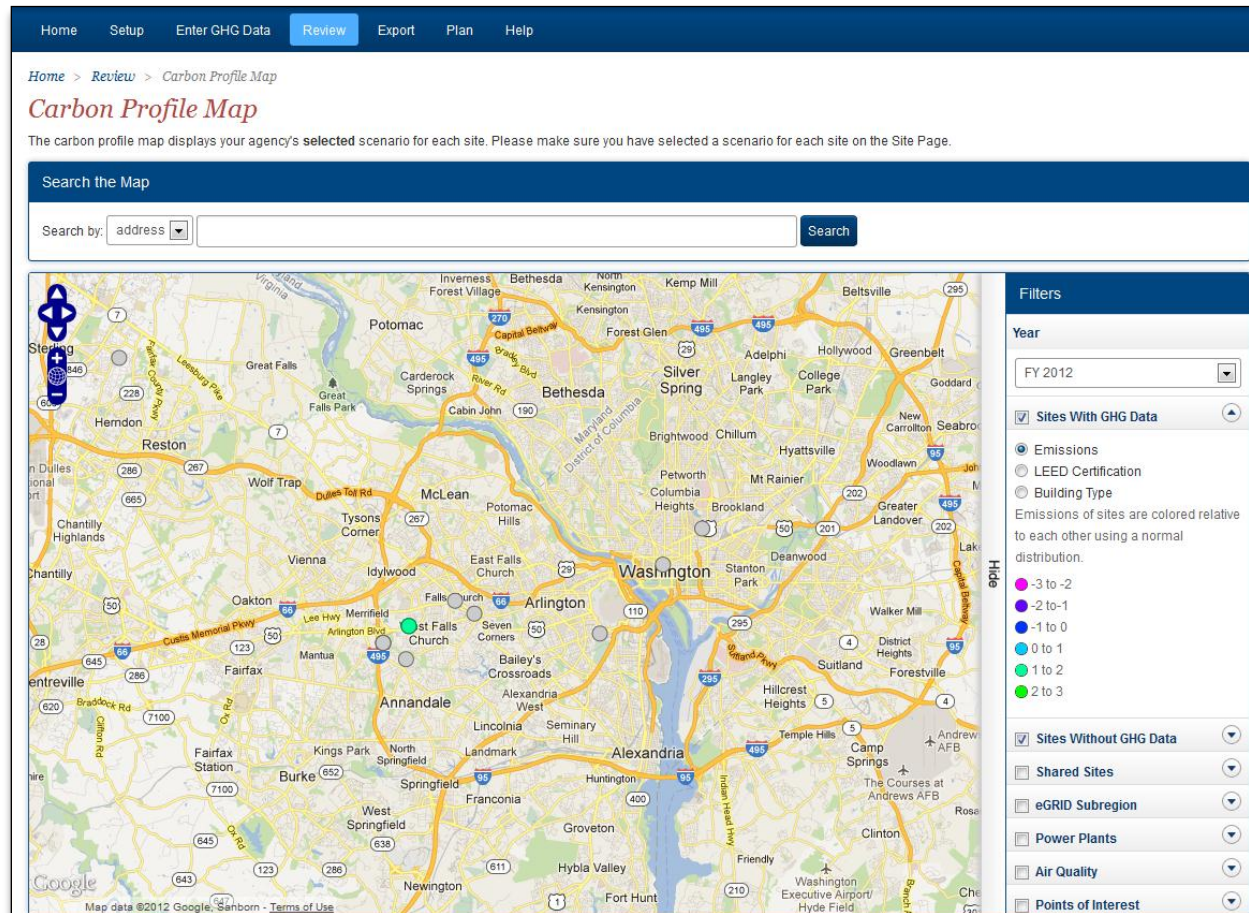
The screenshots illustrate the process of identifying and correcting errors in a scenario:

- Scenario List:** A table showing various scenarios. 'Test Scenario #1' is highlighted.
- Scope 1 Emissions:** The 'Stationary Combustion' section is highlighted with a red flag.
- Natural Gas Section:** The 'Natural Gas' section is highlighted with a red flag.
- Reviewer Comments:** A comment box displays the message: "Reviewer Comments: The number of terms for September is incorrect."
- Stationary Combustion Form:** A form for 'Stationary Combustion' showing 'September' with a value of 990 and a red flag.

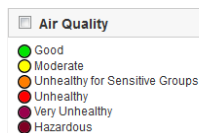
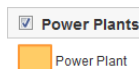
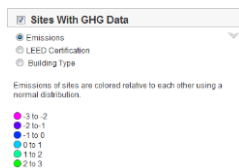
After all the corrections have been made you can then submit the scenario for review and approval again.

## View Carbon Profile Map

The Carbon Profile Map displays net carbon emissions for Agency sites. Clicking the check boxes for each section of the map controls reveals multiple layers that can be added to the map. The layers available are as follows: Sites with GHG Data, Emissions, LEED Certification, Building Type, Sites without GHG Data, Power Plants, and Air Quality. A description of each layer is on the following page.



## Carbon Profile Map Layers



**eGRID Subregions.** eGRID (Emissions & Generation Resource Integrated Database) Subregions are used to determine the fuel mix that contributes to emissions associated with Scope 2 Purchased Electricity. Electricity purchased from different eGRID regions will have different (CO<sub>2</sub>e/kWh) values.<sup>5</sup>

**Site Emissions.** The site emissions layer displays carbon emissions of the various agency sites relative to each other using a normal distribution.

**Shared Sites.** The site sharing layer indicates buildings of other nearby Federal Agencies that are also using the Carbon Footprint Tool.

**LEED Certification.** The LEED Certification Layer indicates which sites have LEED Certified buildings and at what level if applicable.

**Building Type.** The building type layer provides a quick scan of the types of buildings that were included in your agency's emissions analysis.

**Power Plants.** The power plants layer shows the number of plants in your inventory generating greater than one terawatt-hour (1 TWh) annually.

**Air Quality.** The air quality layer tracks EPA's Air Quality Index (AQI) and provides an indication of the air quality at your facility. This data is refreshed hourly.<sup>6</sup>

<sup>5</sup> For more information on e-grid subregions, see [http://www.epa.gov/cleanenergy/documents/egridzips/The\\_Value\\_of\\_eGRID\\_Dec\\_2009.pdf](http://www.epa.gov/cleanenergy/documents/egridzips/The_Value_of_eGRID_Dec_2009.pdf)

<sup>6</sup> Read the EPA's AQI guide for more information on how the index was developed - [http://www.epa.gov/airnow/aqi\\_brochure\\_08-09.pdf](http://www.epa.gov/airnow/aqi_brochure_08-09.pdf)

## Reports

Reports provide a transparent explanation of the emissions data source, the emissions factors used, and the calculations that were performed to turn emissions data into CO<sub>2</sub>e. Use the **GHG Reports** tab to view aggregate summaries of GHG emissions by scenario, site group or enterprise.

### Get Scenario Report

1 Select the Scenario for which you wish to generate a GHG Report. You will be directed to the **Scenario** page.

2 Fill out the scenario as needed then navigate to the **GHG Report** section at the bottom of the Left-Hand Navigation Column.

3 Click the **Save & Continue** button to be directed to a page where you can view the GHG report for your scenario.

**NOTE:** You can also click the **Run Report** icon (📄) in the "Actions" column of the Scenario List to generate the report in one step.

The screenshot shows the 'Enter GHG Data' interface with a table of scenarios. A green box highlights the 'Scenario' column, and a green circle with the number '1' is placed over it. A modal window titled 'GHG Report' is open, showing a 'GHG Report' button and a 'GHG Report: Additional Information' button. A green circle with the number '2' is placed over the 'GHG Report' button. A 'Save & Continue' button is also visible, with a green circle with the number '3' placed over it.

Year	Site	Scenario	Owner	Total Emissions	Last Updated	Actions
FY2012	2012 CHP 5	Demo Scenario (Locked for QA)	Luke_SiteAdmin	545.58 MT CO <sub>2</sub> e	Jul 2, 2012 10:18 am	📄 🗑️ 🔄
FY2011	International - Zimbabwe	batch (Locked for QA)	Ibanchard	14,006,092.73 MT CO <sub>2</sub> e	Jul 2, 2012 9:13 am	📄 🗑️ 🔄
FY2012	2011 Air Travel	2012 CHP 1 (Locked for QA)	Ibanchard	927.95 MT CO <sub>2</sub> e	Jul 2, 2012 9:12 am	📄 🗑️ 🔄
FY2012	2012 AKMS	Demo Scenario	achrist	1.15 MT CO <sub>2</sub> e	Jun 26, 2012 9:57 am	📄 🗑️ 🔄
FY2012	test: batch upload	1111 batch	Luke_SiteAdmin	146.56 MT CO <sub>2</sub> e	Jun 25, 2012 4:35 pm	📄 🗑️ 🔄
FY2011	International - Germany	batch	Ibanchard	12,280,373.71 MT CO <sub>2</sub> e	Jun 14, 2012 1:05 pm	📄 🗑️ 🔄
FY2011	International - Vietnam	batch	Ibanchard			📄 🗑️ 🔄
FY2012	International - Zimbabwe	batch	Ibanchard			📄 🗑️ 🔄
FY2012	International - Germany	batch	Ibanchard			📄 🗑️ 🔄

The screenshot shows the 'Annual Federal Agency Emissions FY2012' report page. The page includes a header with the GSA Carbon Footprint Tool logo and a 'Print Report' button. The main content area displays the following information:

- Site:** 1000 2ND AVENUE
- EISA Goal Subject or Goal Excluded:** Subject
- GHG Target Included or Excluded:** Included
- ENERGY STAR Certified:** No
- Meets Guiding Principles for High Performance and Sustainable Buildings:** No
- Generated on:** July 2, 2012, 12:53 pm
- Agency**

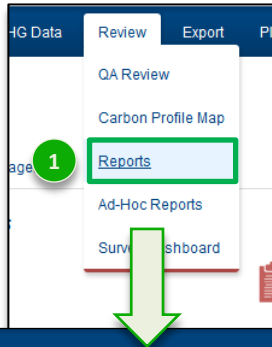
Reporting Agency:	Federal Agency
Agency Description:	We are an independent federal agency that manages US foreign assistance to countries recovering from disaster, trying to escape poverty and engaging in democratic reforms.
Agency Website:	<a href="http://www.agencywebsite123.com">http://www.agencywebsite123.com</a>
Report Preparer:	Luke Blanchard
Reporting Period:	The base year for this report is FY2012.
Organizational	--Facilities for which agency directly pays energy bills: Site 1, Site 2, Site, Site 4--

## Get Enterprise Report

**1** Go to the **Reports** link in the “Review” section of the navigation bar.

**2** Select the Enterprise Report of interest by clicking the “View” hyperlink.

The **Enterprise Reports** display the yearly Summary Report for all GHG emissions or the FY Comparison Report for ALL years.



Home > Review > Reports

### Reports

#### Enterprise Reports

Year	Summary Report	FY Comparison Report
FY 2006	<a href="#">View</a>	<a href="#">View</a>
FY 2007	<a href="#">View</a>	<a href="#">View</a>
FY 2008	<a href="#">View</a>	<a href="#">View</a>
FY 2009	<a href="#">View</a>	<a href="#">View</a>
FY 2010	<a href="#">View</a>	<a href="#">View</a>
FY 2011	<a href="#">View</a>	<a href="#">View</a>
FY 2012	<a href="#">View</a>	<a href="#">View</a>

**GSA** Carbon Footprint Tool

### Annual Federal Agency Emissions FY2012

Site: 1000 2ND AVENUE  
EISA Goal Subject or Goal Excluded: Subject  
GHG Target Included or Excluded: Included  
ENERGY STAR Certified: No  
Meets Guiding Principles for High Performance and Sustainable Buildings: No

Generated on: July 2, 2012, 12:53 pm

Agency

Reporting Agency:	Federal Agency
Agency Description:	We are an independent federal agency that manages US foreign assistance to countries recovering from disaster, trying to escape poverty and engaging in democratic reforms.
Agency Website:	http://www.agencywebsite123.com
Report Preparer:	Luke Blanchard
Reporting Period:	The base year for this report is FY2012.
Organizational	--Facilities for which agency directly pays energy bills: Site 1, Site 2, Site, Site 4--

Print Report

**GSA** Carbon Footprint Tool

### Agency: Federal Agency

Generated on: July 2, 2012, 1:59 pm

Organization

Reporting Agency:	Federal Agency
Agency Description:	We are an independent federal agency that manages US foreign assistance to countries recovering from disaster, trying to escape poverty and engaging in democratic reforms.
Agency Website:	http://www.agencywebsite123.com
Organizational Boundaries:	--Facilities for which agency directly pays energy bills: Site 1, Site 2, Site, Site 4-- --Mobile Sources for which the agency purchases fuel: Fleet 1 at Site 1, 10 AFV's at Site 4-- --Other emissions from activities over which the agency has operational control--
Operational Boundaries:	GHG Emissions will be calculated for the following Agency operations: --providing services from US locations --local site visits --international travel --waste to energy facility

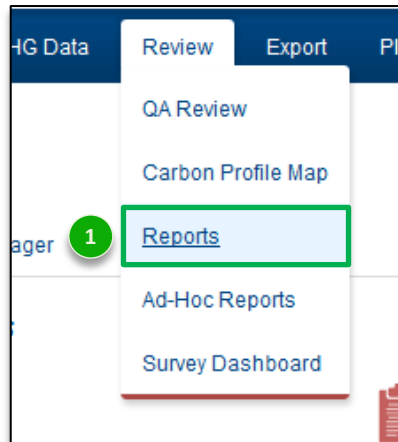
CO<sub>2</sub> Emissions Summary

Emissions Summary:	Fiscal Year	Scope 1	Scope 2	Scope 3	Total
	2022	0.00	0.00	0.00	0.00

Print Report

## Get Site Group Report

- 1 Click the **Reports** hyperlink in the "Review" section of the navigation bar. You will be directed to the "Reports" page.
- 2 Click one of the **Summary Reports** links.
- 3 You will be directed to the **Report** page for the chosen year.



Site Group	Year	Summary Report
SG Report Test	2006	<a href="#">View</a>
SG Report Test	2008	<a href="#">View</a>
SG Report Test	2009	<a href="#">View</a>
East	2010	<a href="#">View</a>
Name of SiteGroup	2010	<a href="#">View</a>
SG Report Test	2010	<a href="#">View</a>
SG Report Test	2012	<a href="#">View</a>

**GSA** Carbon Footprint Tool

*Annual Federal Agency SG Report Test Emissions for FY2012*

**Sites:** 1000 2ND AVENUE, Noblis Building

**Generated on:** 2012 July 2, 2:28 pm

**Agency Information**

Reporting Agency:	Federal Agency
Agency Description:	We are an independent federal agency that manages US foreign assistance to countries recovering from disaster, trying to escape poverty and engaging in democratic reforms.
Agency Website:	<a href="http://www.agencywebsite123.com">http://www.agencywebsite123.com</a>
Report Preparer:	Iblanchard
Reporting Period:	The base year for this report is FY2012.
Organizational Boundaries:	--Facilities for which agency directly pays energy bills: Site 1, Site 2, Site, Site 4-- --Mobile Sources for which the agency purchases fuel: Fleet 1 at Site 1, 10 AFV's at Site 4-- --Other emissions from activities over which the agency has operational control--

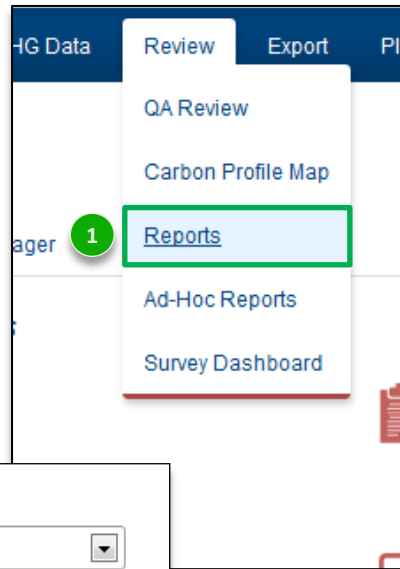
**Operational:** GHG Emissions will be calculated for the following: Energy consumed, providing services from US

[Print Report](#)



## Get Site Reports

- 1 Click the **Reports** hyperlink in the "Review" section of the navigation bar. You will be directed to the "Reports" page.
- 2 Select the desired **User**, **Year**, **Site**, **Scenario**, and click the "Submit" button.
- 3 This will open a new window with the Site Report you selected.



**Site Reports**

2

User: \* All

Year: \* Select Year

Site: \* Select Site

Scenario: \* Select Scenario

Type: \* ☒ GHG Report

Submit

3

**GSA** Carbon Footprint Tool

*Annual Federal Agency Emissions FY2012* [Print Report](#)

Site: 1000 2ND AVENUE

EISA Goal Subject or Goal Excluded: Subject

GHG Target Included or Excluded: Included

ENERGY STAR Certified: No

Meets Guiding Principles for High Performance and Sustainable Buildings: No

Generated on: July 2, 2012, 3:17 pm

Agency

Reporting Agency:	Federal Agency
Agency Description:	We are an independent federal agency that manages US foreign assistance to countries recovering from disaster, trying to escape poverty and engaging in democratic reforms.
Agency Website:	<a href="http://www.agencywebsite123.com">http://www.agencywebsite123.com</a>
Report Preparer:	Luke Blanchard
Reporting Period:	The base year for this report is FY2012.
Organizational Boundaries:	--Facilities for which agency directly pays energy bills: Site 1, Site 2, Site, Site 4--

## Ad Hoc Reporting

The ad-hoc reporting functionality allows users to create and customize reports using multiple database views.

Ad-hoc Reporting includes pre-developed reports for the most commonly requested data. These reports are located under the “Base Reports” section of the Report List. These Base Reports are recommended for novice users or for users who are exploring the ad-hoc reporting feature for the first time. See *Base Reports Quick Start* for more information.

Ad-hoc Reporting also allows “power users” to design and generate their own reports based on specific inputs, calculations, or other metrics. By creating reports from scratch, ad-hoc reporting allows you to produce powerful analytics from the data you provided in the Carbon Footprint Tool database. See *Design Reports Quick Start* for more information.

Please reference the Ad-Hoc Reporting User Guide for further information.

Home Setup Enter GHG Data **Review** Export Plan Help

Home > Review > Ad-Hoc Reports

### Ad-Hoc Reporting

The GSA Carbon Footprint Tool features powerful ad-hoc reporting for data analytics and report generation from agency level data in the system. Please reference the Ad-Hoc Reporting User Guide for further information along with a step-by-step guide for creating reports.

Note: Your data will be synchronized daily. If you recently entered data into the Carbon Footprint Tool it may not be displayed in the ad-hoc reports until the following day.

Report List | Print | Results: 1000 | Design

Hide Filters Add Field ... Delete Field ... Update Results

Filter Field Operator Value(s) Blank

scope\_1 Equals

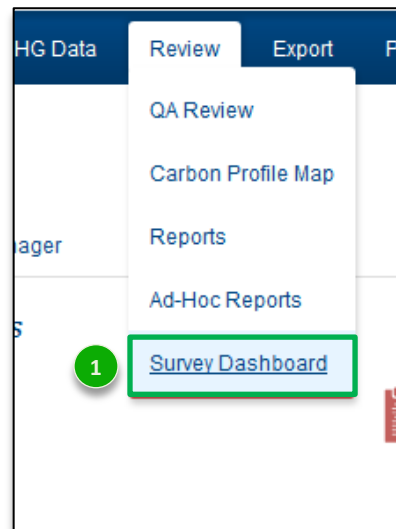
Created On	Modified On	Org Id	Scen Id	Scenario Name	Scope 1	Scope 2	Scope 3	Site Id	Total	Username	Year
12/17/2010	6/21/2012	59055	13395325	Newest Scenario	53.072	983.502	.041	214737	1036.615	mkcorrigan	2006
12/13/2010	12/17/2010	59055	700684	Test Rail	.000	.000	21.448	428732	21.448	matthewholtry	2006
2/1/2011	4/26/2011	45605	831901	TEST LPG	76.259	.000	374570.558	63580	374646.817	mkcorrigan	2007
6/6/2012	6/21/2012	52606	13352468	1	.055	.002	.000	11168963	.057	blanchard	2008
7/12/2012	7/12/2012	52606	14632332	1111111 2008	.000	517782077.531	34106728.194	13144239	55188805.725	blanchard	2008
2/28/2012	9/17/2012	52606	11185618	2008 AKGD	10.859	10564.689	700.852	11168962	11276.390	blanchard	2008
3/1/2012	5/15/2012	52606	11410184	2008 NWPP	99.841	10524.971	693.288	11135542	11318.101	blanchard	2008
2/5/2012	2/5/2012	10140616	10906600	AFV and PCW NE Test	2730.949	.005	.000	10711164	2730.954	mkcorrigan	2008
7/12/2012	7/12/2012	52606	14638446	1111111 2009	.000	517782077.531	34106728.194	13144239	55188805.725	blanchard	2009
2/28/2012	4/25/2012	52606	11181460	2009 AKGD	3936.726	859.569	56.621	11168962	4852.916	blanchard	2009
3/1/2012	5/15/2012	52606	11414342	2009 NWPP	199.682	3909.502	257.522	11135542	4366.706	blanchard	2009
7/13/2010	4/29/2011	22241	864614	Release 2 All Field Entries	20294.135	6445.095	256.593	58064	26995.823	Timryan	2009
7/12/2012	7/12/2012	52606	14644560	1111111 2010	28356920.913	.000	.000	13144239	28356920.913	blanchard	2010
2/2/2012	5/14/2012	45605	10632184	2010	17.009	.000	.000	63580	17.009	blanchard	2010
2/3/2012	2/7/2012	45605	10682063	2010	10840.858	.000	.000	63434	10840.858	User_Luke	2010
2/28/2012	9/14/2012	52606	11177302	2010 AKGD	550.352	.000	.000	11168962	550.352	blanchard	2010
3/1/2012	4/9/2012	52606	11418500	2010 NWPP	300.069	183.335	12.076	11135542	495.480	blanchard	2010
12/1/2010	10/6/2011	45605	8681854	adam_test	157.151	3958554212.410	260753197.961	63913	4219307567.522	blanchard	2010
10/7/2011	10/7/2011	53467	9571994	batch	.000	640.674	42.202	8694018	682.876	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9568057	batch	.000	542.550	35.738	8693976	578.288	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9564120	batch	.000	1504.638	99.112	8694008	1603.750	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9560183	batch	.000	868.803	57.229	8693972	926.032	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9556246	batch	.000	607.768	40.034	8694020	647.802	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9552309	batch	.000	734.929	48.410	8693989	783.340	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9548372	batch	.000	1463.823	96.423	8694014	1560.246	mkcorrigan	2010
10/7/2011	7/9/2012	53467	9544435	batch	.000	1349.071	88.864	8694031	1437.936	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9540498	batch	.000	1679.079	110.602	8693929	1789.681	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9536561	batch	.000	802.923	52.889	8693919	855.812	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9532624	batch	.000	417.485	27.500	8694036	444.986	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9528687	batch	.000	794.533	52.337	8693941	846.870	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9524750	batch	.000	787.528	51.875	8693983	839.403	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9520813	batch	.000	3204.856	211.107	8693939	3415.963	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9516876	batch	.000	3433.932	226.196	8693955	3660.128	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9512939	batch	.000	1305.667	86.005	8694010	1391.673	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9509002	batch	.000	1527.832	100.640	8693993	1628.472	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9505065	batch	.000	2819.888	185.748	8694027	3005.636	mkcorrigan	2010
10/7/2011	10/7/2011	53467	9501128	batch	.000	2323.066	153.022	8693947	2476.089	mkcorrigan	2010



## Survey Dashboard

The Survey Dashboard allows the user to create a customizable dashboard which can visually report the results of a survey.

- 1 Click the **Survey Dashboard** hyperlink in the "Review" section of the navigation bar. You will be directed to the "Survey Dashboard" page.
- 2 Click the **Choose a Survey** button to select the desired survey for your report.
- 3 Clicking the **Add Widget** will allow you to add one of three items to the row: Pie Chart, Number of Respondents per Site Table, and Textbox.



The screenshot shows the 'Survey Dashboard' page. At the top, there's a navigation bar with 'Home', 'Setup', 'Enter GHG Data', 'Review' (active), 'Export', 'Plan', and 'Help'. Below the navigation bar, the breadcrumb 'Home > Review > Survey Dashboard' is shown. The main heading is 'Survey Dashboard' in red. A note states: 'As you create your report, changes will be saved automatically. You may recall an existing report or start a new one with the two buttons at the top of the page.' Below this are two buttons: 'New Report' and 'Load Saved Report'. A green circle with the number '2' is over the 'Load Saved Report' button. The main content area has a 'Choose a survey' button. Below it, a placeholder text says '[Click to give this report a title]'. The dashboard displays data for a 'survey test' with a 'Survey Title' of '2012-04-24' and an 'End Date' of '2012-05-04'. It shows '6 Number of Users' and '1 Num 3 respondents'. A green circle with the number '3' is over the '3' in '1 Num 3 respondents'. The dashboard is divided into three sections: 'Commute Methods' with a pie chart showing 'Car' as the only category; a table with 'Site Name' and 'Number of Respondants' showing 'CUSTOM' with '1' respondent; and a text box containing Lorem Ipsum text. At the bottom right, there are 'Add Widget' and 'Remove Row' buttons. At the bottom left, there is an 'Add Row' button.

## Batch Download

1 On the **Scenario List** page, under the “Analyzer” tab, click the Site associated with the scenario for which you wish to download data.

2 On the **Site Information** page, scroll down to the Scenarios section and click the radio button next to the scenario for which you wish to download data.

**Note:** To get the scenario data you want after the download process, the scenario of interest must be active on the Site Information page first!

3 Return to the **Scenario List** page and click the “Batch Download” link. You will be directed to the **Batch Download** page.

**Note:** You must be logged in as an administrator to see the Batch Download link.

4 On the **Batch Download** page, select the check boxes that match the scenario data you wish to download.

5 Click the **Download Files** button to download your selected files.

**Enter GHG Data**

Create Scenario Showing 1 to 10 of 224 entries

Year	Site	Scenario Name	Owner	Total Emissions	Last Updated	Actions
FY2012	2012 CHP 5	Demo Scenario [Locked for QA]	Luke_SiteAdmin	545.58 MT CO <sub>2</sub> e	Jul 2, 2012 10:18 am	[Icons]
FY2011	International - Zimbabwe	batch [Locked for QA]	Ibanchard	14,006,092.73 MT CO <sub>2</sub> e	Jul 2, 2012 9:13 am	[Icons]
FY2012	2011 Air Travel	2012 CHP 1 [Locked for QA]	Ibanchard	927.95 MT CO <sub>2</sub> e	Jul 2, 2012 9:12 am	[Icons]
FY2012	2012 AKMS	Demo Scenario	adchrist	1.15 MT CO <sub>2</sub> e	Jun 26, 2012 9:57 am	[Icons]
FY2012	test batch	1111 batch	Luke_SiteAdmin	146.56 MT CO <sub>2</sub> e	Jun 25, 2012 4:35 pm	[Icons]
FY2011	International - Germany	batch	Ibanchard	12,280,373.71 MT CO <sub>2</sub> e	Jun 14, 2012 1:05 pm	[Icons]
FY2011	International - Germany	batch	Ibanchard	8,996,832.57 MT CO <sub>2</sub> e	Jun 14, 2012 1:05 pm	[Icons]
FY2011	International - Germany	batch	Ibanchard	14,006,101.50 MT CO <sub>2</sub> e	Jun 14, 2012 1:04 pm	[Icons]
FY2011	International - Germany	batch	Ibanchard	12,280,382.48 MT CO <sub>2</sub> e	Jun 14, 2012 1:04 pm	[Icons]
FY2011	International - Germany	batch	Ibanchard	8,996,841.33 MT CO <sub>2</sub> e	Jun 14, 2012 1:04 pm	[Icons]

Home > Setup > Manage Sites > Site Information

**2012 CHP 4**

**Site Information**

Dept/Bureau

Address

Building Type

Number of Work Days per Fiscal Year: 1

Edit Site Information

**Scenarios**

The selected scenario is the one that represents this site when it is active.

2012

Selected

Review Export Plan Help

**Batch Download Data**

DOE FEMP Export

Home > Export > Batch Download Data

**Batch Download Data**

The Batch Download section can be used to extract your data and populate the DOE FEMP workbooks.

**Note:** Only data for selected scenarios will be downloaded. To select the scenarios to include in the batch download, you would like to include.

Select the data you would like to download.

Fields marked with \* are required for submission.

Reporting Fiscal Year: FY2012

Worksheets: \* Select / Deselect All

**Sites/Site Groups**

☐ Site Groups

☐ Sites

**Scope 1**

☐ Stationary Combustion - Natural Gas

☐ Stationary Combustion - Petroleum Products

☐ Stationary Combustion - Coal/Municipal Solid Waste

☐ Stationary Combustion - Biofuel/Biomass

☐ Contracted Waste Disposal

**External Data**

☐ Mobile Combustion - FAST

☐ Business Travel - Air Travel

☐ Business Travel - Car Rentals

**Download Files** Cancel

## DOE FEMP Download

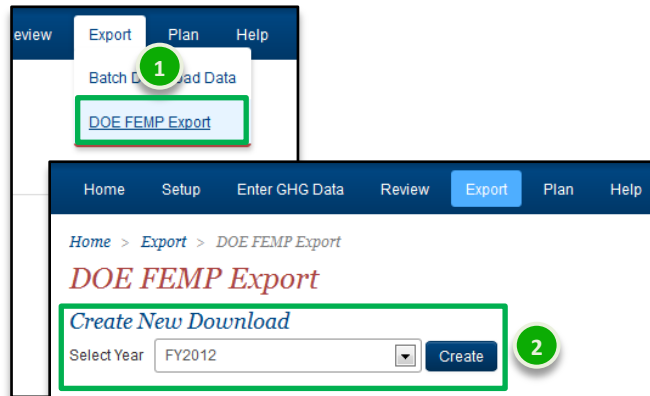
1 Click on the **DOE FEMP Export** hyperlink in the Export section of the navigation bar. This will navigate you to the DOE FEMP Export page.

2 Select the desired year for your download and click the **Create** button.

**Note:** You will receive a confirmation message after creating your DOE FEMP Download.

3 The page also includes a list of the most recent downloads.

4 Users can view the full DOE FEMP Download history as well.



Your request to create a DOE FEMP Annual Report has been recorded. We will email you when it's ready to be downloaded.

3

*Most Recent Downloads*

Year	Date Requested	Status	Download
2011	May 03, 2012 14:24 pm	✓ Completed	<a href="#">Download</a>
2012	Jul 03, 2012 08:37 am	⌚ Pending	Not Available

\* This table lists the last export completed for each year that an export was ran.

4

*Download History*

Showing 1 to 7 of 7 entries

Year	Date Requested	Status	Download
2012	Jun 27, 2012 10:24 am	✓ Completed	<a href="#">Download</a>
2011	May 01, 2012 11:54 am	✓ Completed	<a href="#">Download</a>
2011	May 01, 2012 10:16 am	✓ Completed	<a href="#">Download</a>
2012	Mar 05, 2012 11:03 am	✗ Failed	Not Available
2011	Jan 20, 2012 10:49 am	✓ Completed	<a href="#">Download</a>
2011	Jan 12, 2012 16:35 pm	✓ Completed	<a href="#">Download</a>
2012	Jun 25, 2012 15:52 pm	✓ Completed	<a href="#">Download</a>

Show 10 entries

First Previous 1 Next Last

## Plan

### Dashboards

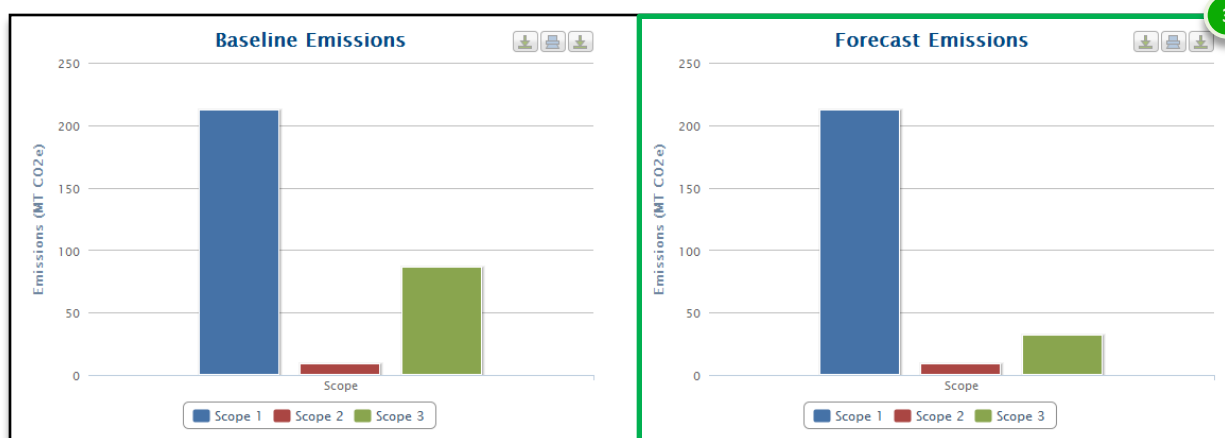
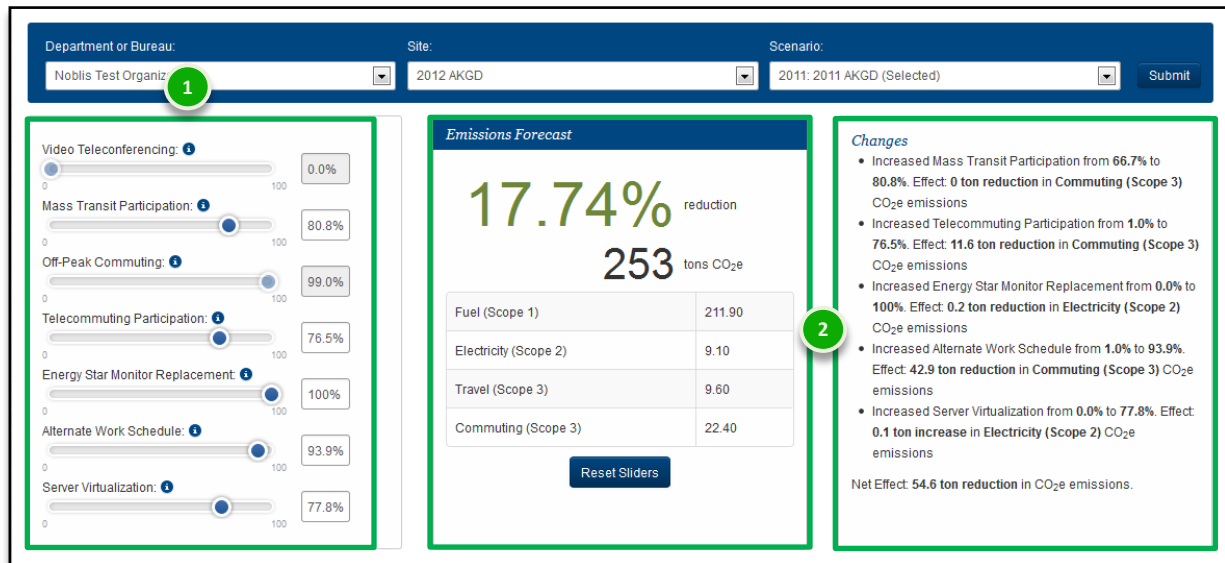
The forecasting sliders under the Dashboard tab allow you to quickly explore how implementing strategies such as video teleconferencing, server virtualization, and alternate work schedules might reduce GHG emissions. To view the assumptions that are used for each dashboard slider calculations, select the [“Dashboard Calculations and Assumptions”](#) link near the top-right section of the page.

- 1 Click the **Dashboard** hyperlink within the “Plan” section of the navigation bar.
  - 2 Click the “Site” and “Scenario” drop-down menus to select the desired data. A SUMMARY of TOTAL emissions for all scenarios during 20XX will be displayed if you select “Enterprise” from the “site” drop-down.
  - 3 Move the slider of interest to gauge the impact of different GHG reduction strategies.
- NOTE:** Some sliders may be disabled if required information has not been entered for that scenario in the Analyzer. If a slider does not appear to be active, click on the [“Please click here for more information”](#) link.

The screenshot shows the GSA Carbon Footprint Tool interface. At the top, a navigation bar includes 'Export', 'Plan', and 'Help'. A green box labeled '1' highlights the 'Dashboard' link under the 'Plan' section. Below the navigation bar, a form contains three dropdown menus: 'Department or Bureau' (set to 'Noblis Test Organization'), 'Site' (set to 'Enterprise', with a green box labeled '2' around it), and 'Scenario' (set to '2012'). A 'Submit' button is to the right of these dropdowns. The main content area is divided into three sections. On the left, a green box labeled '3' highlights a list of sliders for various strategies: Video Teleconferencing, Mass Transit Participation, Off-Peak Commuting, Telecommuting Participation, Energy Star Monitor Replacement, Alternate Work Schedule, and Server Virtualization. Each slider has a value of 0 and a corresponding '0.0%' reduction. In the center, the 'Emissions Forecast' section displays '0% reduction' and '0 tons CO<sub>2</sub>e' with a 'Reset Sliders' button below it. On the right, there is a 'Changes' section. At the bottom of the interface, two messages state 'No Chart Data to Display'.

## Dashboards (continued)

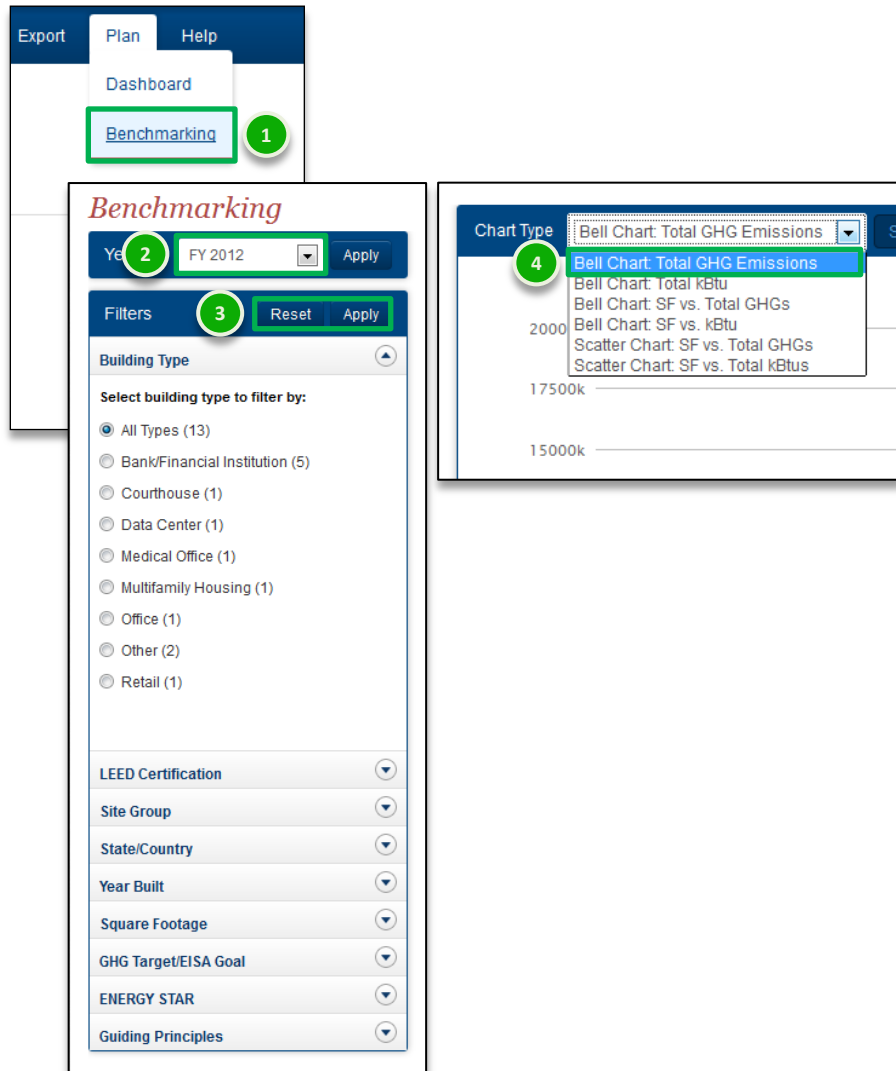
- 1 Adjust the sliders to the organizational goals of your Department.
- 2 The possible emissions reductions and changes for each corresponding slider category with the sliders will be shown after the sliders have been adjusted.
- 3 The bar charts at the bottom of the page will display a visual representation of the possible reductions after changes have been made to the sliders.



## Benchmarking Analysis

The Benchmarking feature allows every site within the organization to be visually compared to all the other sites within the agency's greenhouse gas portfolio. The sites can be filtered by Fiscal Year, Building Type, LEED Certification, Site Group, State/Country, Year Built, Square Footage, GHG & EISA status, and Energy Star & Guiding Principles status.

See the steps below to customize your benchmarking charts:



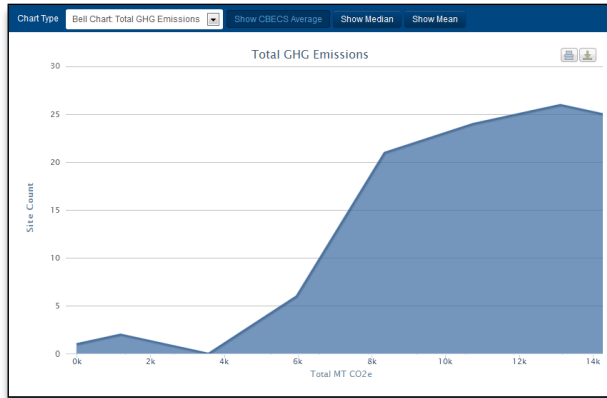
The screenshot displays the 'Benchmarking' section of the GSA Carbon Footprint Tool. It shows a navigation bar with 'Export', 'Plan', and 'Help' tabs. The 'Plan' tab is active, and the 'Benchmarking' link is highlighted. Below the navigation bar, there is a 'Year' dropdown menu set to 'FY 2012' and an 'Apply' button. A 'Filters' section is visible, with a 'Reset' button and an 'Apply' button. The 'Filters' section includes a 'Building Type' dropdown menu, a 'Select building type to filter by:' section with radio buttons for various building types, and several other dropdown menus for 'LEED Certification', 'Site Group', 'State/Country', 'Year Built', 'Square Footage', 'GHG Target/EISA Goal', 'ENERGY STAR', and 'Guiding Principles'. To the right, a 'Chart Type' dropdown menu is shown, with a list of chart options: 'Bell Chart: Total GHG Emissions', 'Bell Chart: Total kBTu', 'Bell Chart: SF vs. Total GHGs', 'Bell Chart: SF vs. kBTu', 'Scatter Chart: SF vs. Total GHGs', and 'Scatter Chart: SF vs. Total kBTus'. The 'Bell Chart: Total GHG Emissions' option is selected.

- 1 Click the **Benchmarking** hyperlink in the “Plan” section of the navigation bar.
- 2 Select the desired year for site analysis.  
*NOTE: Some years may not be available for selection if the organization doesn't have sites with any scenarios for the desired year.*
- 3 The “Apply” button will allow the specified filter to be viewed.  
  
The “Reset” button will both remove all filters and refresh the chart view.
- 4 Select the chart type desired from the drop down menu at the top of the chart display section.

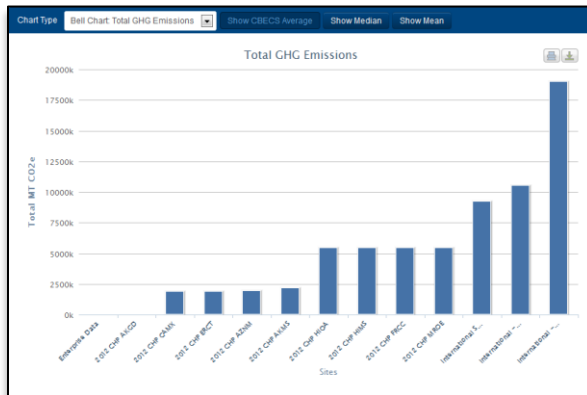
## Benchmarking Chart Types

The following charts are available in the Benchmarking Tab of the Carbon Footprint Tool.

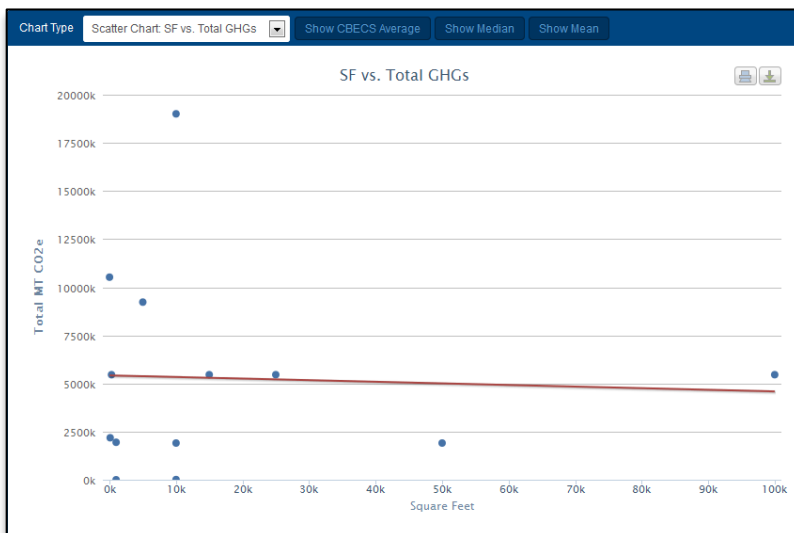
### Bell Chart (This is the default view)



### Bar Chart (A bar chart will be displayed when 30 sites or fewer are selected)



### Scatter Chart



## Benchmarking Features

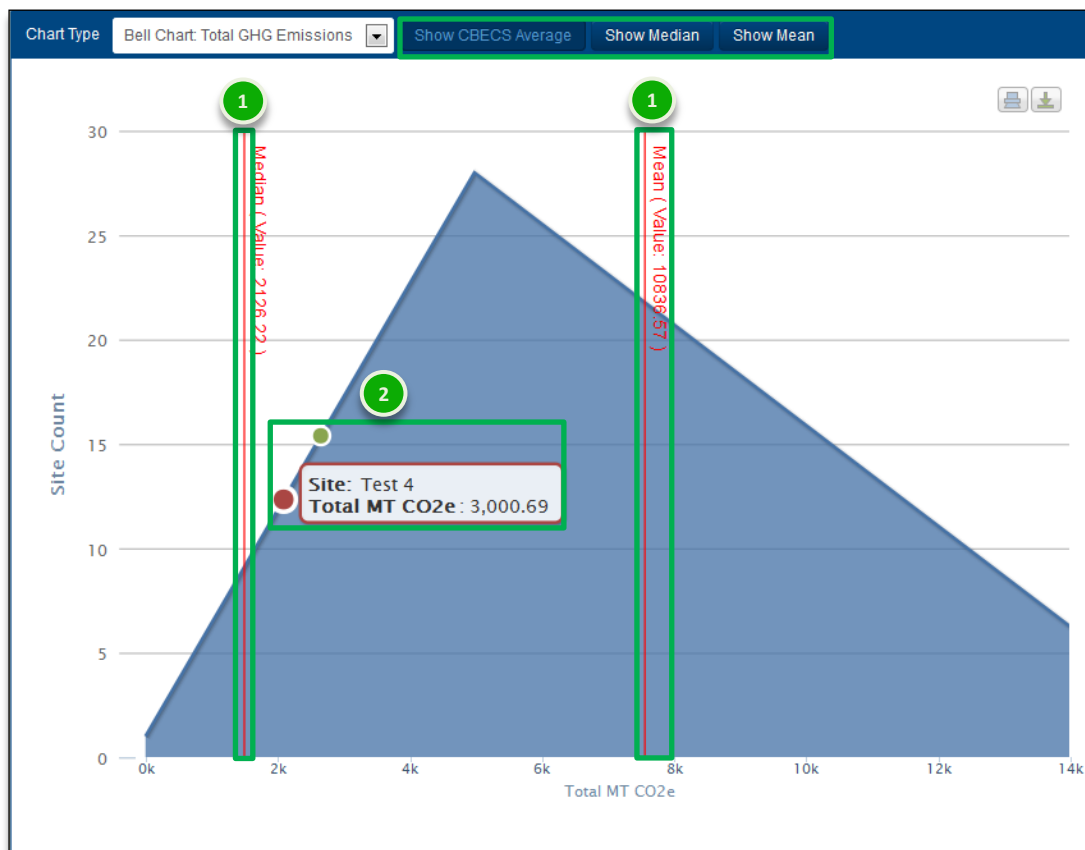
### 1 Mean, Median, & CBECS Average Buttons

These buttons will display the Mean and Median values for your sites as well as the CBECS Average value.

**NOTE:** The CBECS average button will only be available on the Bell or Bar chart for SF vs kBtu when the following building types are selected: Data Center, K-12 School, Hospital, Hotel/Motel, Medical Office, Multifamily Housing, Office, Other, Residence Hall/Dormitory, Retail

### 2 Site Plotting

This function allows for specific sites to be displayed on the chart being viewed.



Plot Sites on Graph Clear All

To plot a site on the chart, start typing a site name, address or zip code into the input below, select the site you want to plot from the list that will appear and click the "Add" button.

\* Note: Only 5 sites can be plotted at any one time and only sites that match the current filters can be plotted.

Add

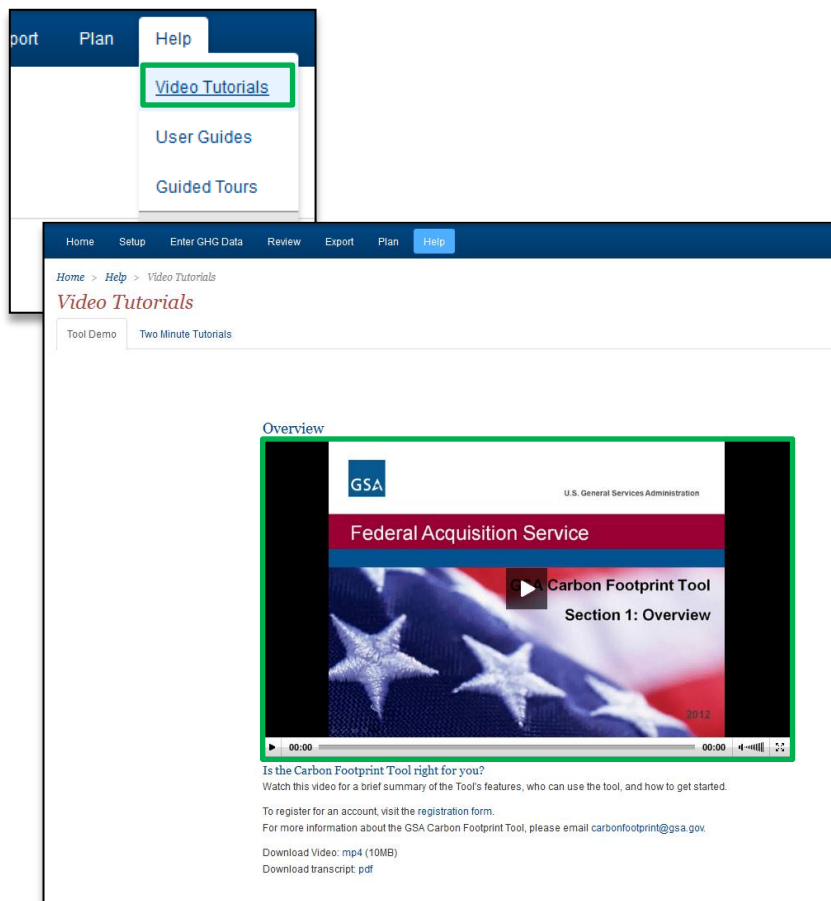
Test 4 × Benchmarking test 10 ×



## Help

### Self-Guided Video Tours

Once you click the **Video Tutorials** hyperlink in the “Help” section on the navigation bar, the self-guided videos appear. The videos provide a high-level overview of the critical steps required to calculate, report and reduce GHG emissions.



## Reference Documents

The Carbon Footprint Tool provides several sources beyond this User Guide that you can reference for guidance as you prepare your GHG Inventory. From self-guided video tours to easily accessible reference documents, the support and assistance you need are only a few clicks away.

1 Click the blue “[User Guides](#)” hyperlink in the Help section of the navigation bar. You will be directed to the **User Guides** page.

2 On the **User Guides** page, click the blue “Download” button for the reference of interest.



## Guided Tours

The Carbon Footprint Tool includes Guided Tours for every section of the Tool. These tours allow new and returning users to view a high-level guide of all the features within each section.

- 1 Go to the homepage - <https://www.carbonfootprint.gsa.gov/> where you will be directed to the **Sign In** page.
- 2 Once logged in, users will be greeted with an introductory Overview tour of the Carbon Footprint Tool.

**\* NOTE:** After viewing the tour users will have the option of simply closing the tour, or they can check the "Disable Tours" box, which will keep the tour from popping up each time the user visits the Home page.

- 3 Users can find overview tours for each section at the bottom of the Section Menu as well as on the "Guided Tours" page.

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